

This user manual provides a brief  
introduction of the ONE ERP SYSTEM.

# ONE ERP SYSTEM USER MANUAL

POS

MY IT SOLUTION

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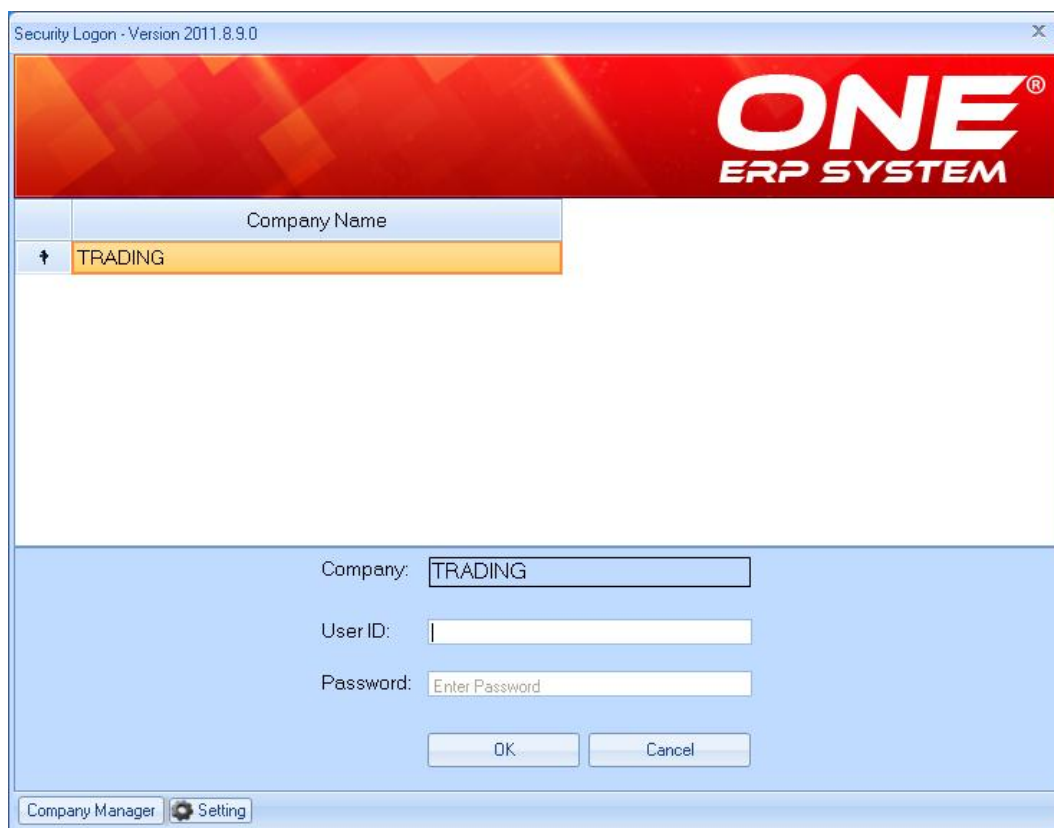
# Get Started

This chapter focuses on fundamental Point of Sale procedures that are used across all areas of the program, such as navigating through menus, windows, lists and forms, finding records, and listing items on documents. Some of the concepts are advanced for an introductory chapter and may be better understood once individual feature chapters have been read.

## LOGIN TO ONE ERP SYSTEM

ONE ERP SYSTEM is a backend system that manages all your inventory items, reports, and total control to your POS System management.

### 1. Login into ONE ERP SYSTEM



Security Logon - Version 2011.8.9.0

ONE<sup>®</sup>  
ERP SYSTEM

Company Name

↑ TRADING

Company: TRADING

User ID:

Password: Enter Password

OK Cancel

Company Manager Setting

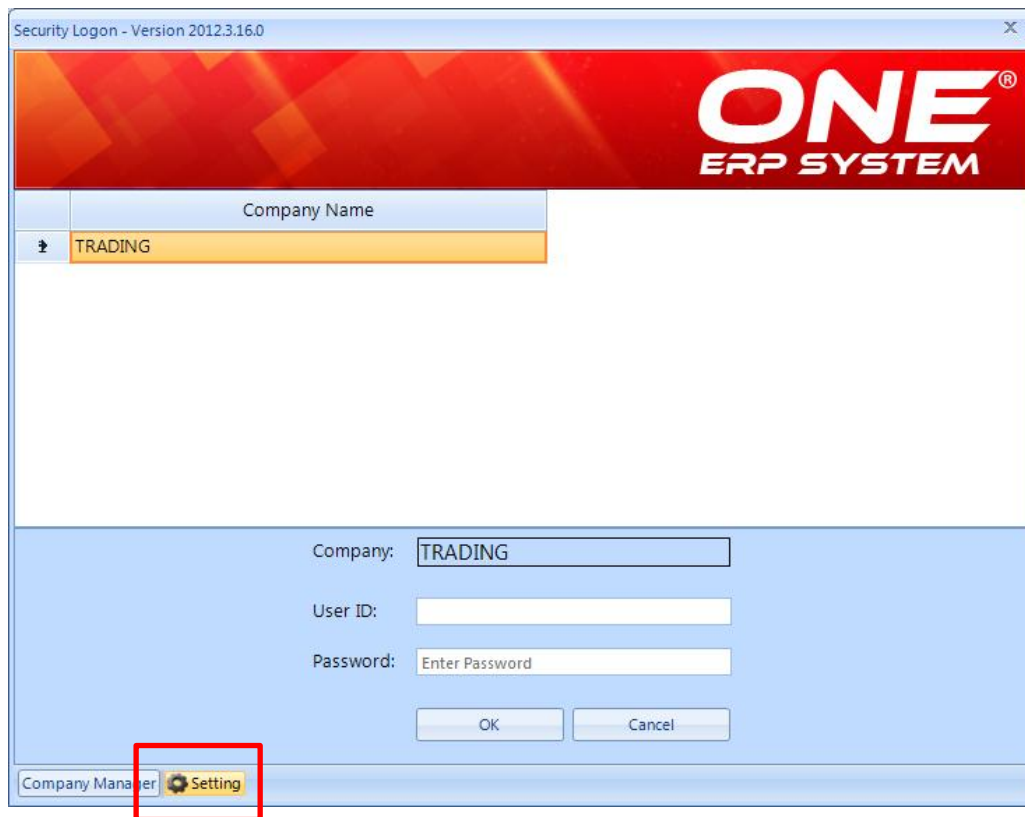
(fig.1)

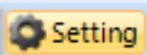
### 2. Key in the user ID & Password and press OK. (fig.1)

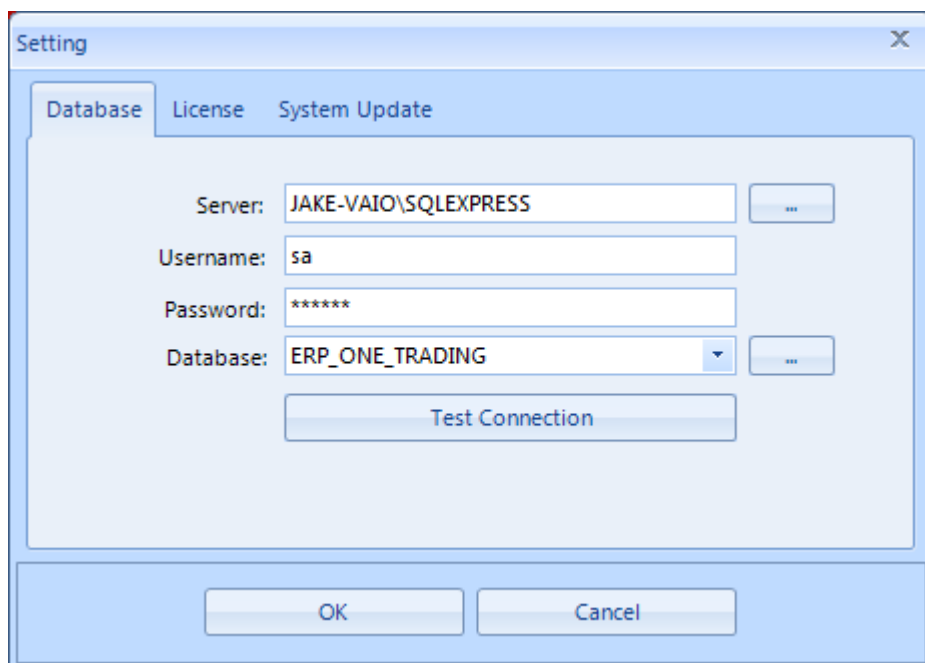
- All user ID & password will be given by the provider, please contact your service provider if you do not have the ID and password.

## UPDATE TO NEW VERSION

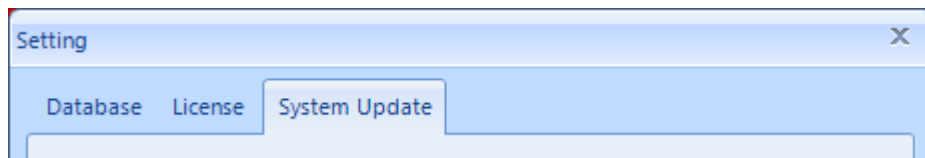
1. Launch ONE ERP, at main login screen look for the settings button (as below).



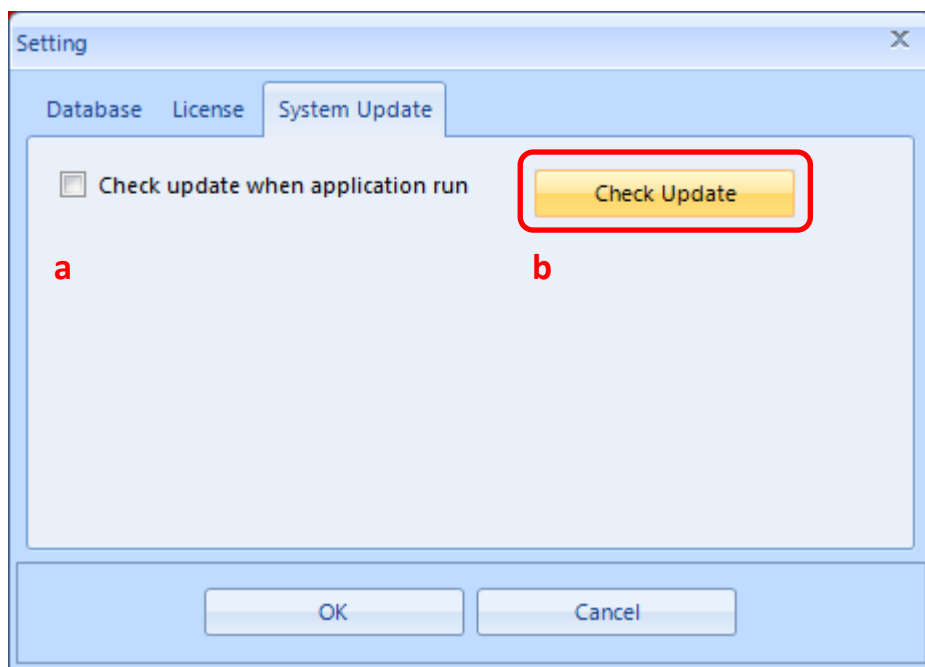
2. Click on the Settings button  a screen will prompt out for options.



3. There are 3 options available, Database setting, license setting and system update. Select the SYSTEM UPDATE tab.

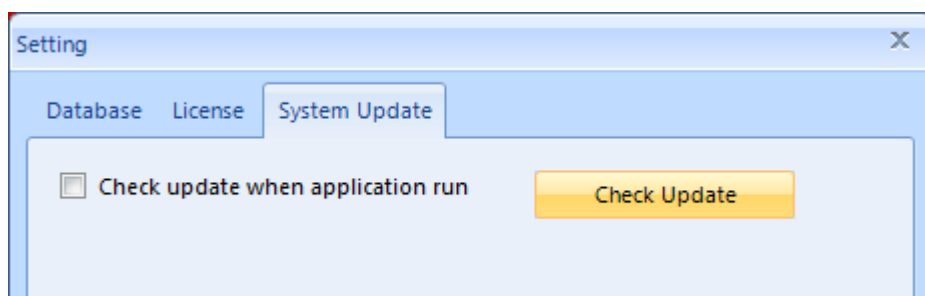


4. The SYSTEM UPDATE setting screen will be shown as below.



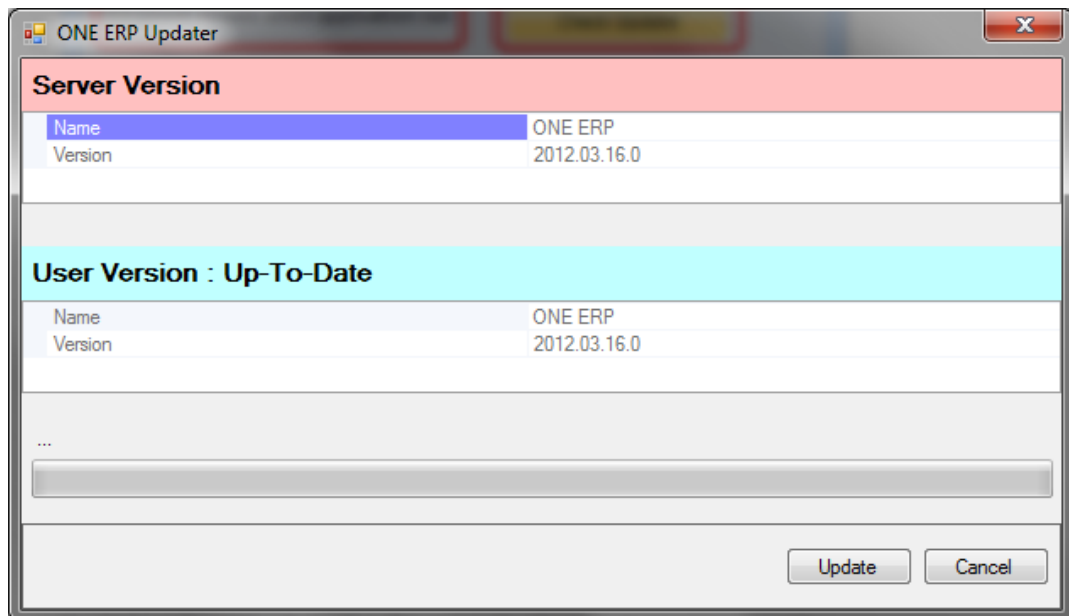
- a) Automatically update when ONE ERP is launch.
- b) Check for update manually.

5. Select the **“Check Update”** button; the updater screen will appear for updates.

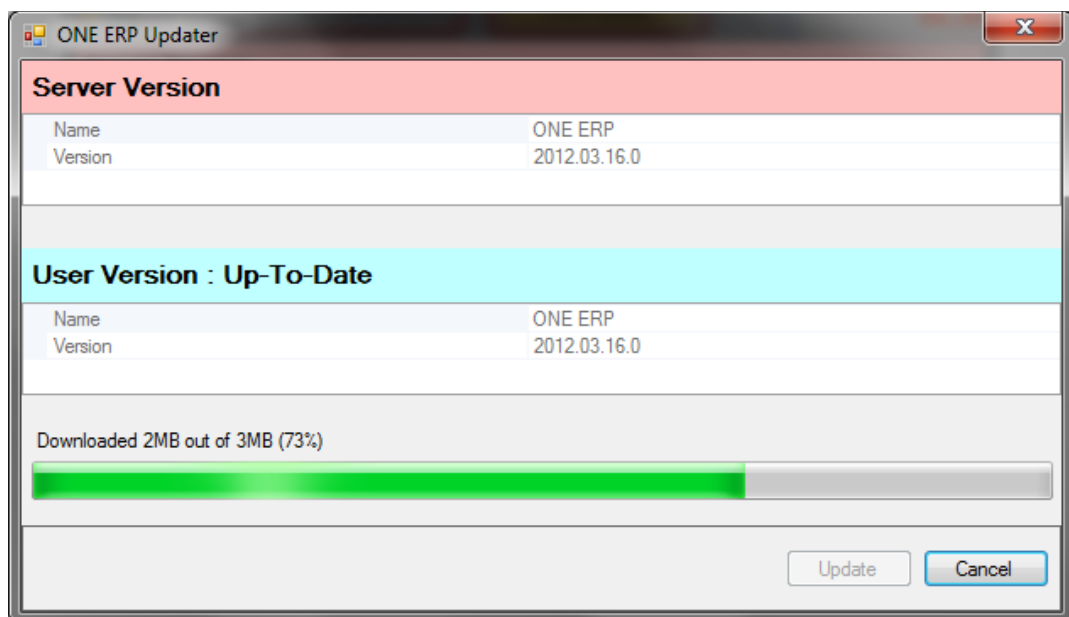




- The updater will automatically detect the system; if the application is latest the system will show **“Up-To-Date”** else the word **“Update required”** will be shown.



- To update, just click on the “UPDATE” button. The update will run automatically.  
\*note: internet connection required.

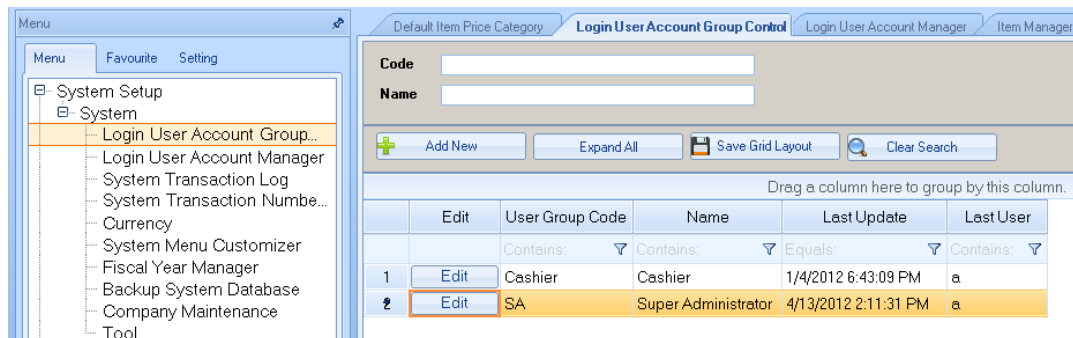


- DONE: The updater will close once it finish updates.

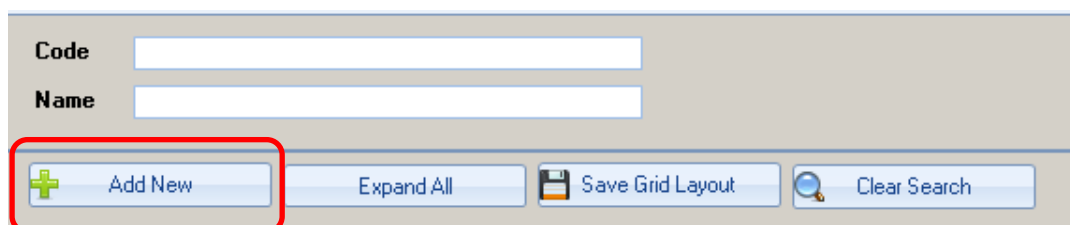
## ACCOUNT MANAGEMENT

### I. Create User Group (admin)

1. To Backup system, select



2. Click on the ADD NEW button to create a new user group.



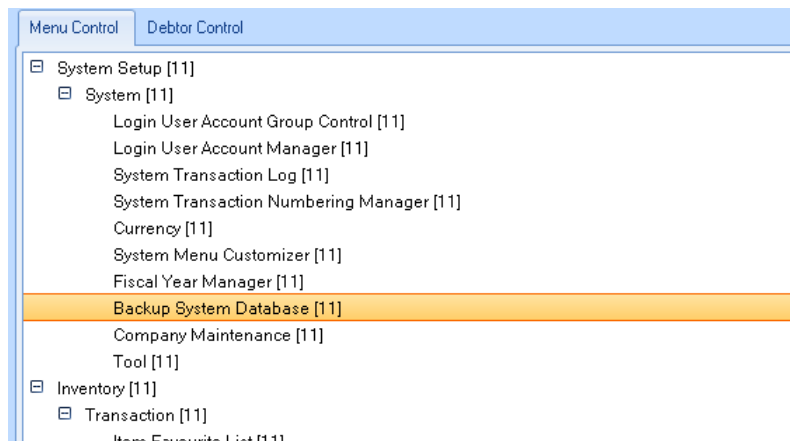
3. Key in the details for the group.

The screenshot shows the 'Group Code' and 'Description' input fields. The 'Group Code' field has a placeholder text 'Enter Code Here' and a 'Delete' button. The 'Description' field has a placeholder text 'Enter Description Here'. Below these fields are 'Add' and 'Close' buttons.

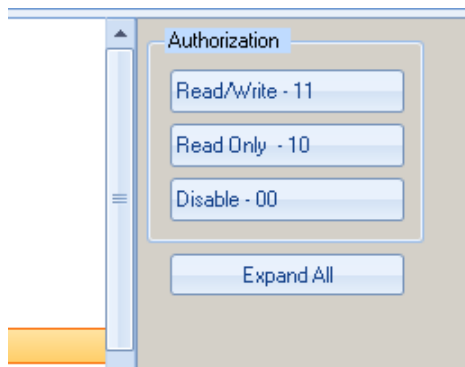
4. Set Permission for Menu control for this group



5. Select the section that user wish to set permission to:



6. After select the section, click the button on the right side to set the permission.

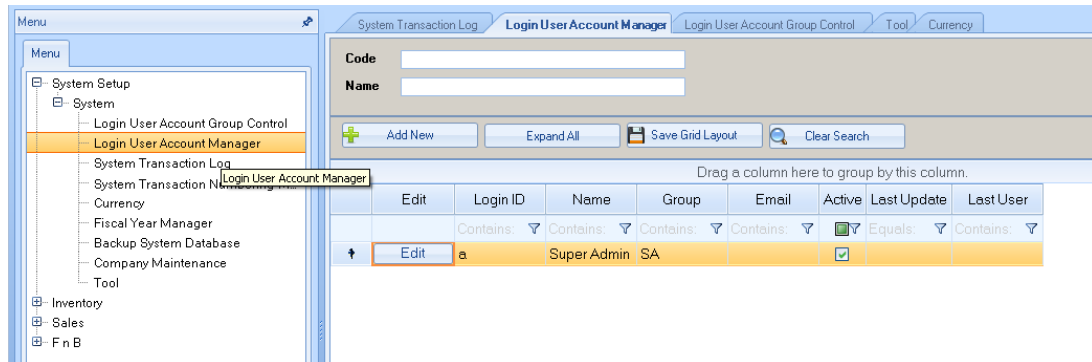


7. Permission is divided into 3 types: Read/Write (Highest priority), Read only (Mid-level), and disable (for regular user).

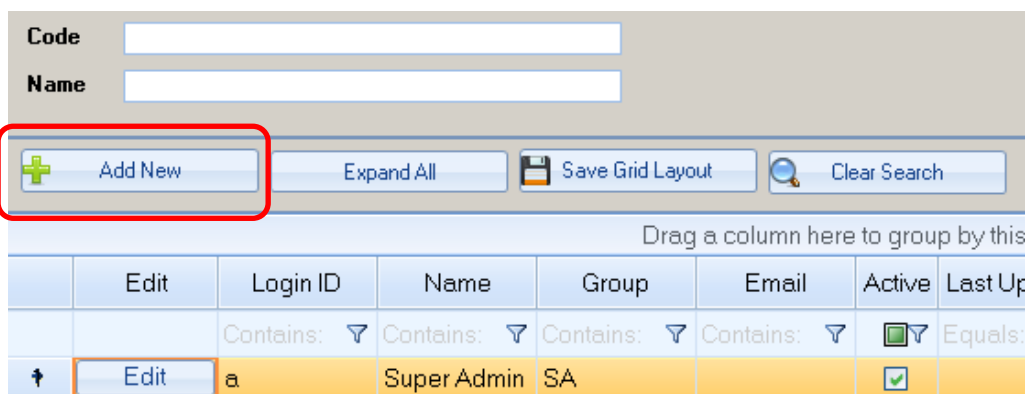
# ACCOUNT MANAGEMENT

## II. Create New User (Employee)

1. Click on the “Login User Account Manager” under “SYSTEM Section”.



2. Click on the ADD NEW button to create a new user.



3. Key in the details of the new user.

NEW RECORD

User ID  ☒ Active

Name

Group

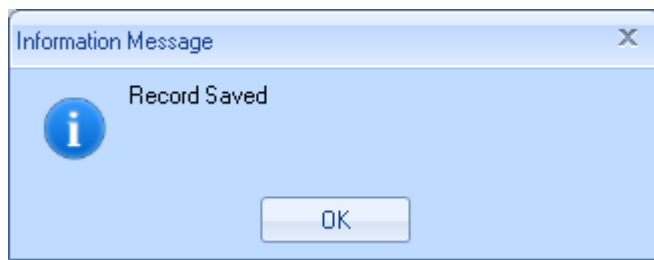
Password

Re-Type Password


Email Address

Signature

- Click on the ADD button to save.



- Successfully added a new user. (eg. Trainee added)

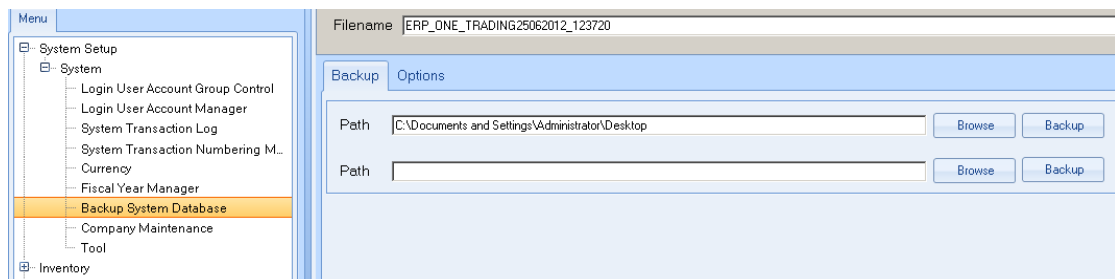
	Edit	Login ID	Name	Group	Email	Active	Last Update	Last User
		Contains: ▾	Contains: ▾	Contains: ▾	Contains: ▾	 ▾	Equals: ▾	Contains: ▾
1	Edit	a	Super Admin	SA		<input checked="" type="checkbox"/>		
2	Edit	Trainee	Mike	Cashier		<input checked="" type="checkbox"/>	06/25/2012 12:29:50	a



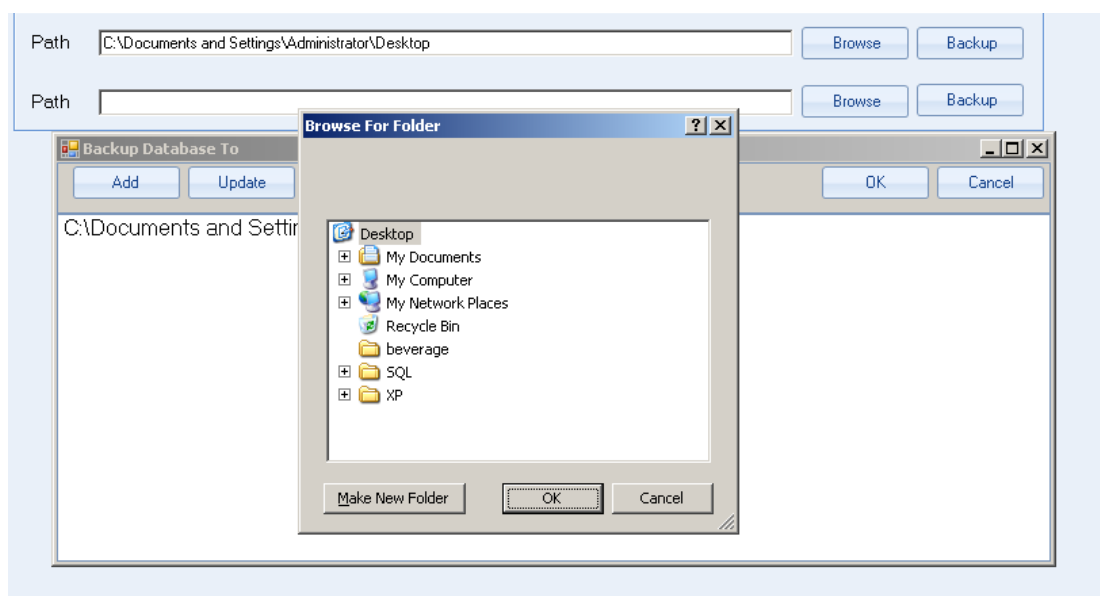
## ACCOUNT MANAGEMENT

### III. Backup System

1. To Backup system, select



2. Select the path (where you wish to save) and update.

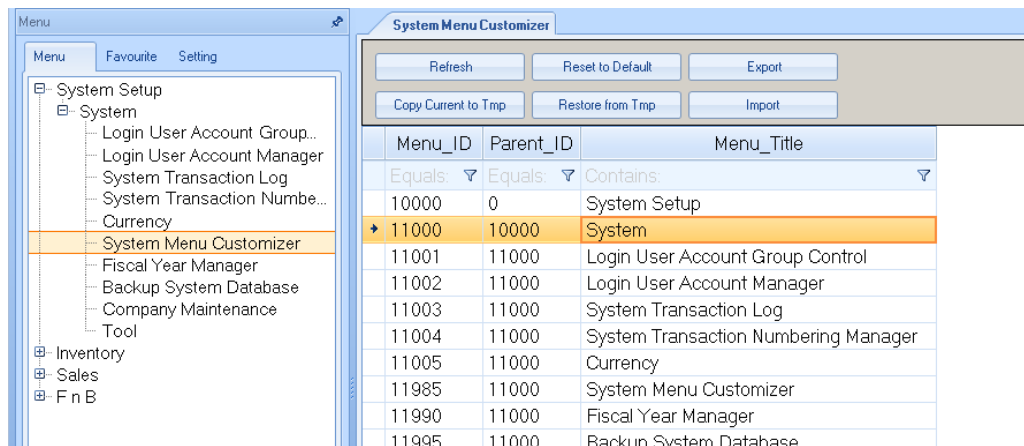


3. Click  to start performing a full back up on the path.

## ACCOUNT MANAGEMENT

### IV. System Menu Customizer

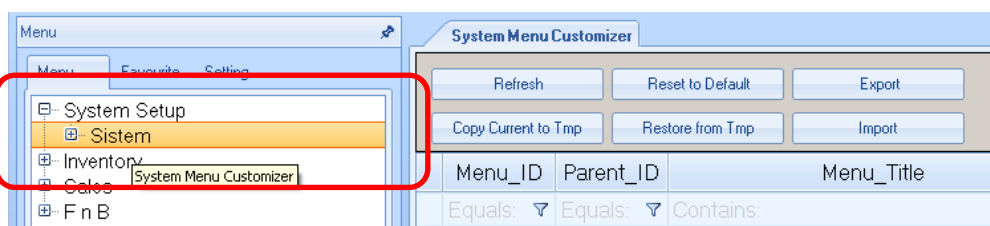
1. User can change the ERP system menu titles to follow their needs.



2. Example of menu title customizing the English System name to another foreign language.

Menu_ID	Parent_ID	Menu_Title
Equals: ▾	Equals: ▾	Contains: ▾
10000	0	System Setup
11000	10000	System Sistem
11001	11000	Login User Account Group Control
11002	11000	Login User Account Manager
11003	11000	System Transaction Log

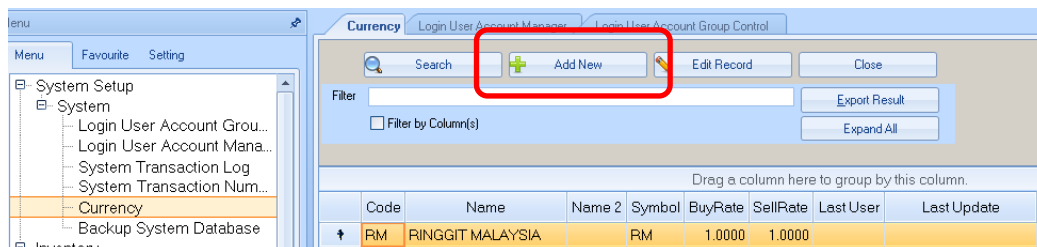
3. The results:



## ACCOUNT MANAGEMENT

### V. Add Currency

- Click ADD NEW button to add a new currency record.



- Enter the code number, name, symbol and the conversion rate on the field.

The 'Edit Currency' dialog box is shown with the 'General' tab selected. It contains the following fields: Code (SGD), Name (SINGAPORE DOLLAR), Symbol (SGD), Buy Rate (2.4000), and Sell Rate (2.4000). There is a 'Delete' button with a trash icon and 'Update' and 'Close' buttons at the bottom.

- A new Currency Record has been successfully added.

Drag a column here to group by this column.								
	Code	Name	Name 2	Symbol	BuyRate	SellRate	Last User	Last Update
1	RM	RINGGIT MALAYSIA		RM	1.0000	1.0000		
2	SGD	SINGAPORE DOLLAR.		SGD	2.4000	2.4000	a	10/4/2011 5:39:45 PM
3	US\$	US DOLLAR		US\$	3.0000	1.0000	a	10/4/2011 5:43:09 PM

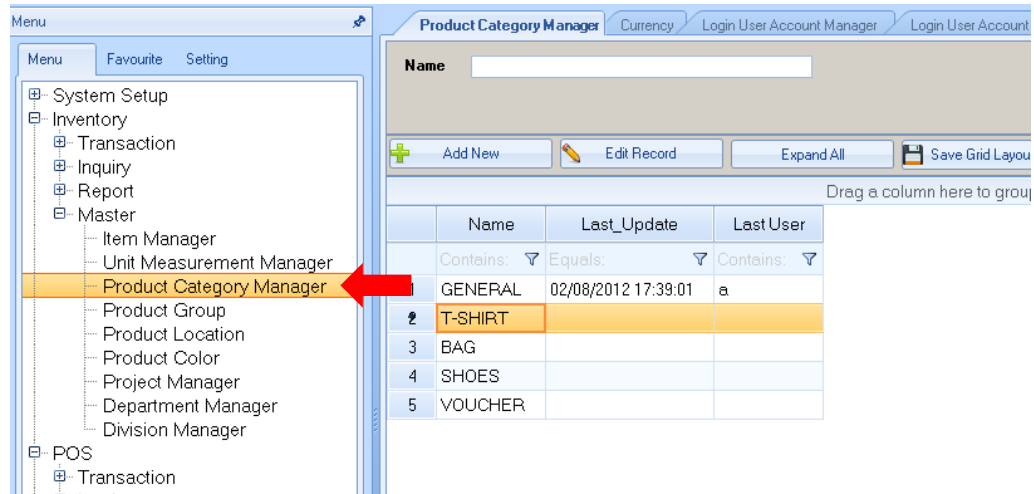


# INVENTORY ONE ERP

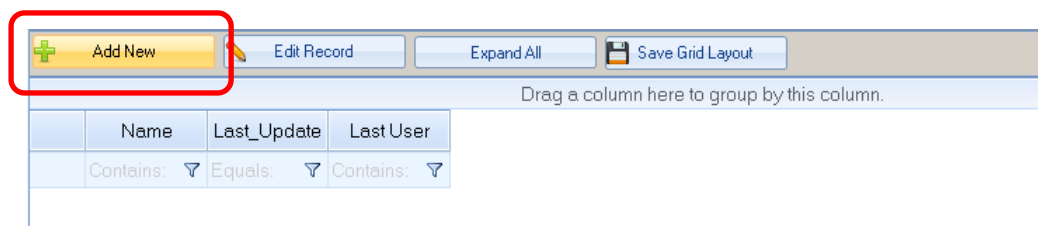
## Master

### Create Product Categories

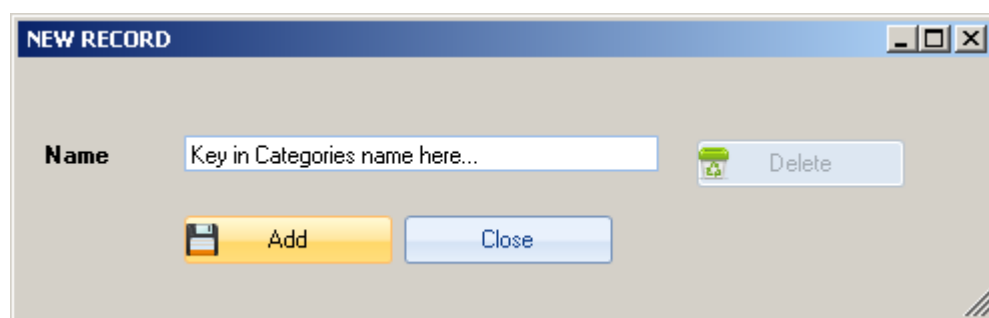
1. Select the product category manager under INVENTORY > MASTER.



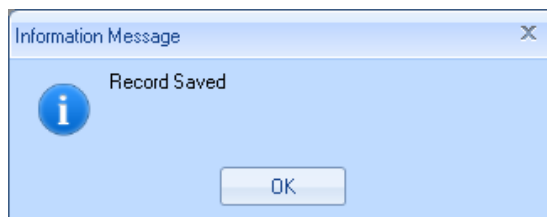
2. Click the **ADD NEW** button to start adding new record.



3. Key in your Category name and press **ADD** to save.







4. Successfully added a category.



5. Your Result:

Product Category Manager Currency Login User Account Manager Login User Account Group

Name

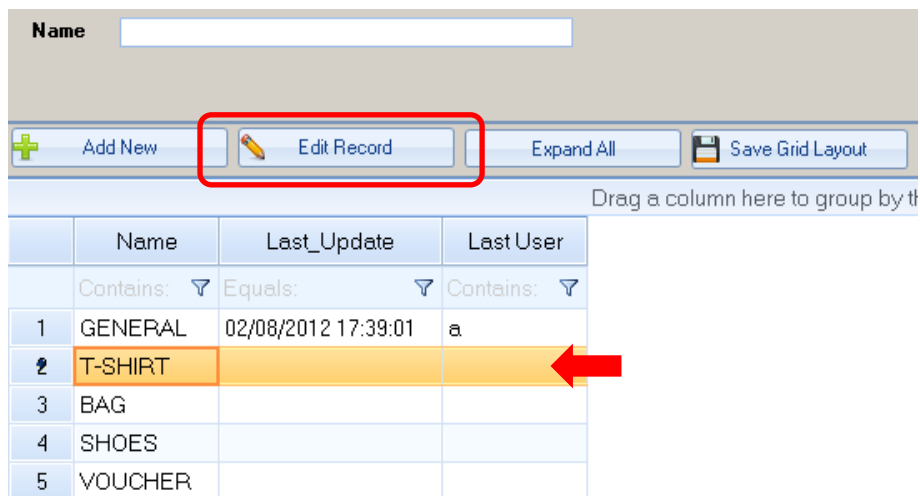
 Add New  Edit Record  Expand All  Save Grid Layout

Drag a column here to group by the

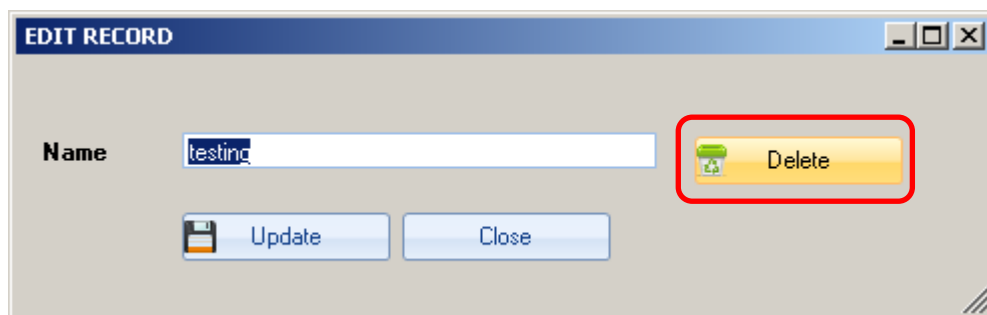
	Name	Last_Update	Last User
	Contains: ▼	Equals: ▼	Contains: ▼
1	GENERAL	02/08/2012 17:39:01	a
2	T-SHIRT		
3	BAG		
4	SHOES		
5	VOUCHER		

## HOW TO DELETE PRODUCT CATEGORIES

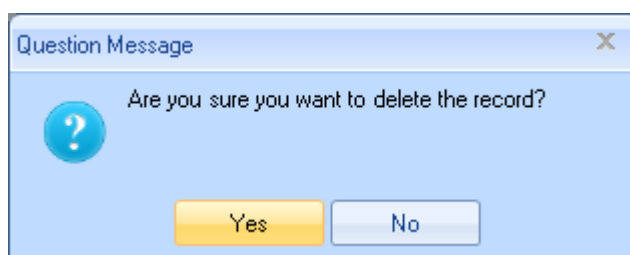
1. Select the categories u wish to delete and click on the **EDIT RECORD** button.



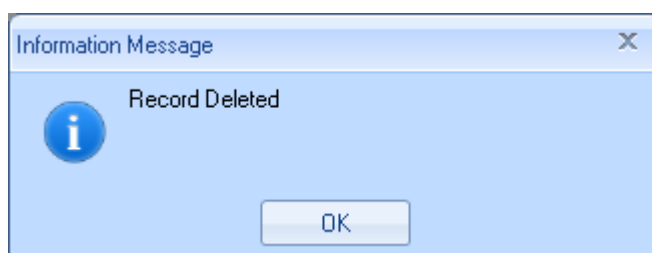
2. Click on the delete button:



3. Click YES to confirm delete:



4. Categories is successfully been deleted:



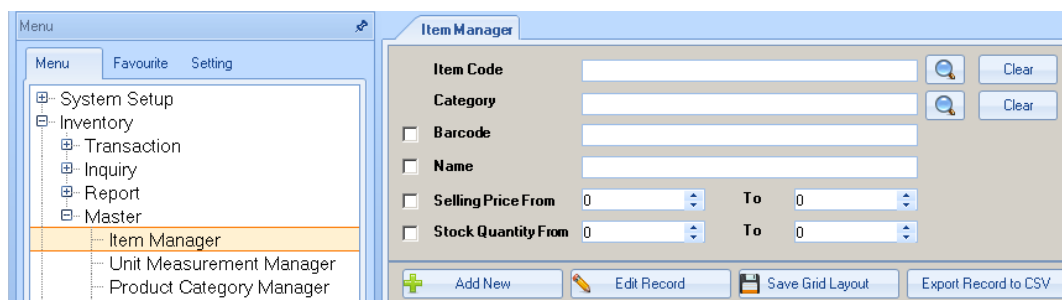
# INVENTORY ONE ERP

## Master

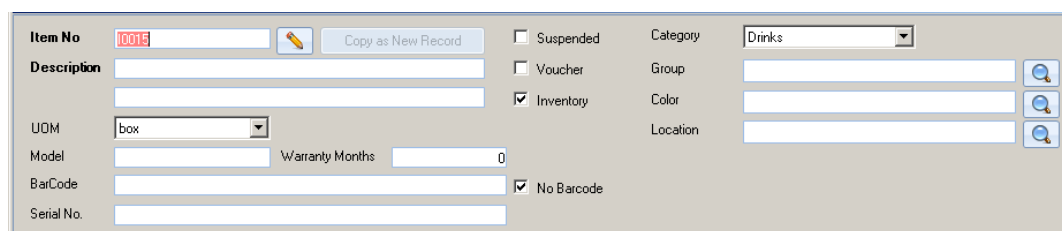
### Create New Product ITEM (Product)

This part gives you a brief guide to start adding item to your database. Each of the item added will be displayed on the POS screen later on.

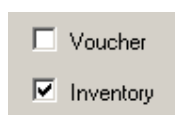
1. Select [INVENTORY]> [MASTER]> [ITEM MANAGER] and it will show a section for user to search, add, edit item. Press [ADD NEW] to start adding a new record.



2. Add New Product Record



- **Item no:** Product code will be inserted here (product code can be added manually or automatically in future)
- **Description:** Product name can be inserted here.
- **Model:** Types of model
- **Barcode:** User can either manually key in / scan the barcode using a scanner
- **Serial No:** Serial numbers for the item.
- **Warranty Months:** If there is a warranty for this product, it can be noted here.
- **Suspended:** Item will be hidden for future use without deleting the item.
- **Voucher:** Add Voucher for product.



- **Inventory:** If this section is checked, item that is sold will be deducted from the inventory. (e.g. for item like can drinks)

### Categorize item into customization sections/areas

- **Group:** user can select a group for the item, e.g. a group item that arrives or import from a foreign country.
- **Color:** user can select a color to easy differentiate the records, e.g. each product might be same and color might be differs.
- **Location:** user can easier to track the product, e.g. each product can be categorized into location part like which warehouse is this product is being stored.

### 3. The general information for the selling product. (fig.4)

- **Quantity:** add available stock on hand, safety stock reminder, reorder point (reminder for item to be replenish when it reaches the limit)
- **Promoter commission:** insert the promoter commission that can be earned for each item sold.
- **Unit Cost:** This is the actual price of the product that came in (for record purpose)
- **Selling Price:** The product selling price that will be shown on POS SYSTEM.

The screenshot displays the 'General' tab of a product management interface. It includes the following sections:

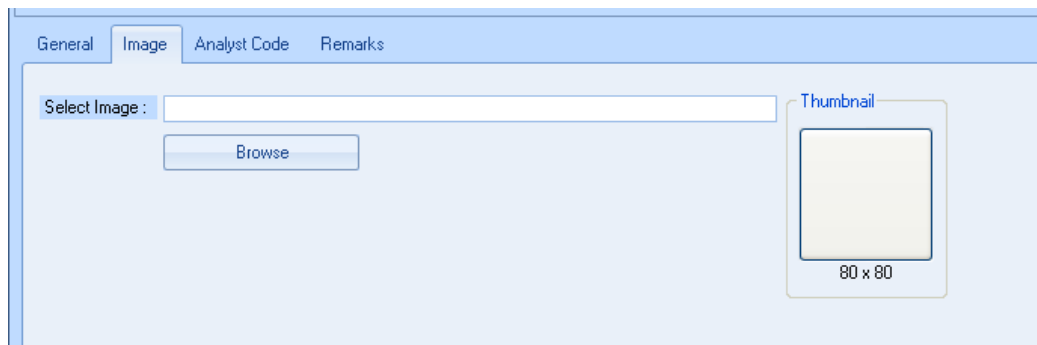
- Unit Cost:** A text input field with the value 0.00.
- Quantity:** A group box containing three text input fields: Available (0), Safety Stock (0), and Reorder Point (0).
- Promoter Commission:** A group box containing a text input field for Per Unit (0.00).
- Selling Price:** A group box containing five text input fields labeled Price 1 through Price 5, all with the value 0.00.

- **Apply Current Price:** settings for current selling price.

The screenshot shows the 'Apply Current Price' settings dialog. It features a checked checkbox labeled 'Apply Current Price'. Below it is a 'Setting' group box with the following fields:

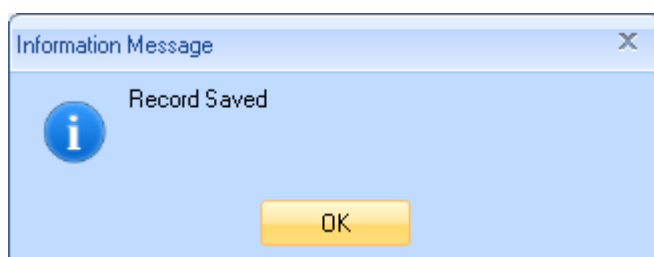
- Weight:** A text input field with the value 100.
- UOM:** A dropdown menu with the selected value 'box'.
- Currency:** A dropdown menu with the selected value 'RM'. The dropdown is open, showing a list of options: RM (highlighted in red), SGD, and US\$.

#### 4. Add a product images for easy browsing. (fig.5)



- Click on the Tab IMAGE button beside of the general button, it will display the above screen for user to browse pictures from their own pc and add a picture to their product.

#### 5. Press the ADD button and the product record will be saved in database. (fig.6)



6. Item has been successfully added; user can back to the ITEM MANAGER and view the item by searching or EDIT RECORD of the product.

#### 7. Apply Price Category

General	Image	Analyst Code	Remarks	Price Category
<input checked="" type="checkbox"/> Apply Price Category				
	Apply	Description	Price	Default Quantity
→	<input checked="" type="checkbox"/>	Regular	1.00	2
	<input checked="" type="checkbox"/>	Medium	2.00	1
	<input checked="" type="checkbox"/>	Large	3.00	1
	<input type="checkbox"/>	Remark 1	0.00	1
	<input type="checkbox"/>	Remark 2	0.00	1

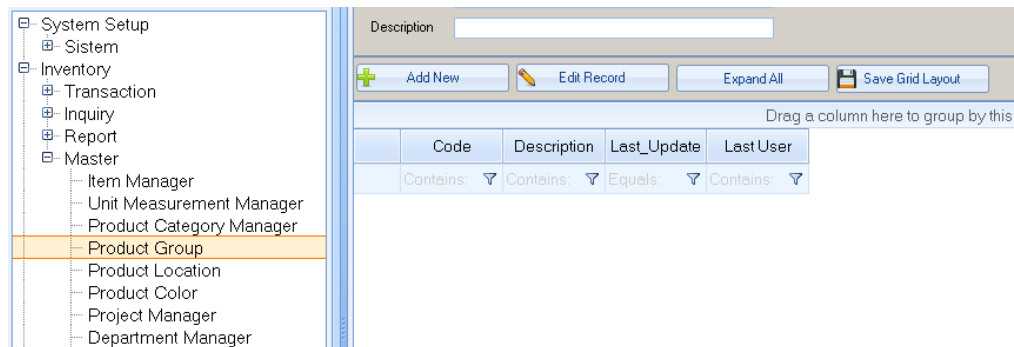
On the Price Category tab, user can create the item default price for regular, Medium, Large item. Apply by select the checkbox, and select the regular, medium or large checkbox and key in the desired price.

# INVENTORY ONE ERP

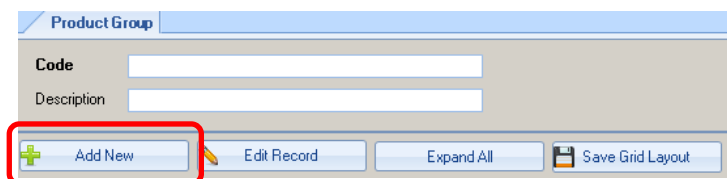
## Master

### Create Product Group

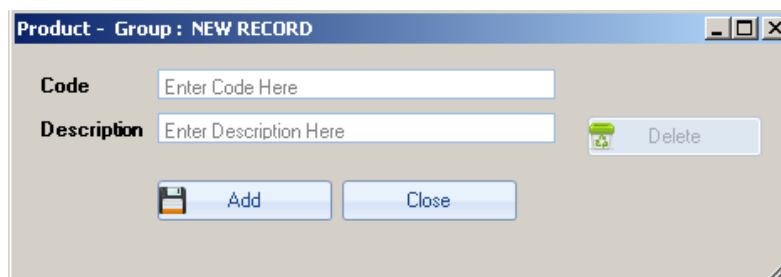
1. Select the product group manager under INVENTORY > MASTER.



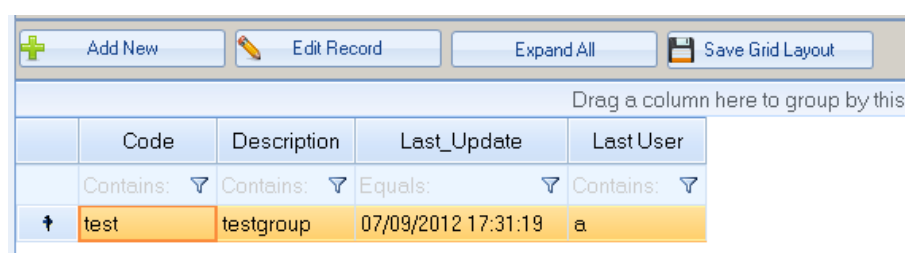
2. Click the **ADD NEW** button to start adding new record.



3. Key in your Category name and press **ADD** to save.



4. Clicks save and a group has been added. (product item can be categorize in group when user defined it at the create item manager section)

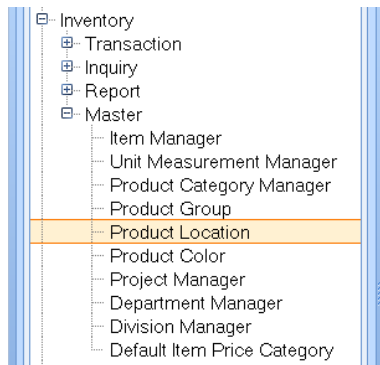


# INVENTORY ONE ERP

## Master

### Create Product Location

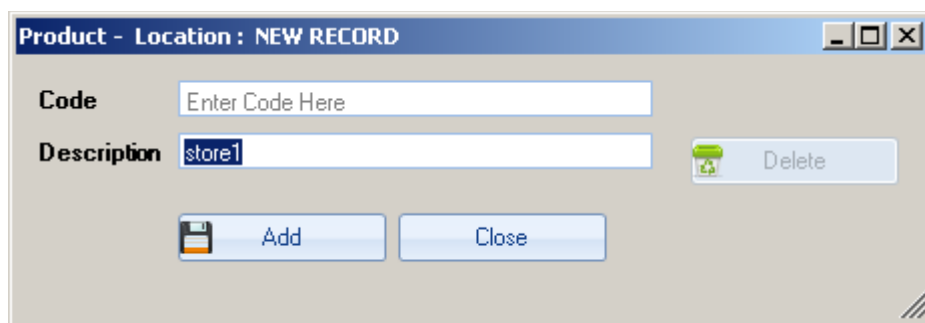
1. Select the product location manager under INVENTORY > MASTER.



2. Click the **ADD NEW** button to start adding new record.



3. Key in your Location name and press **ADD** to save.



4. Clicks save and a location has been added. (product item can be categorize in location when user defined it at the create item manager section)

Drag a column here to group by this column.				
	Code	Description	Last_Update	Last User
	Contains: ▼	Contains: ▼	Equals: ▼	Contains: ▼
↑	1	storeroom1	07/09/2012 17:42:40	a

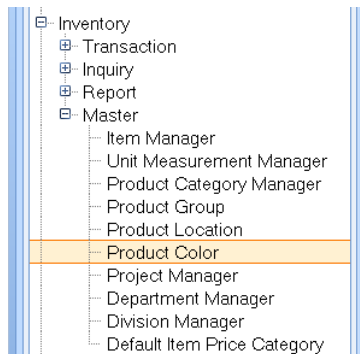


# INVENTORY ONE ERP

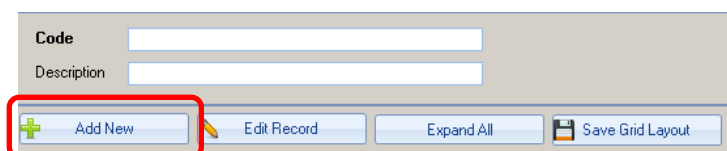
## Master

### Create Product Color

1. Select the product category manager under INVENTORY > MASTER.



2. Click the **ADD NEW** button to start adding new record.



3. Key in your Color name and press **ADD** to save.



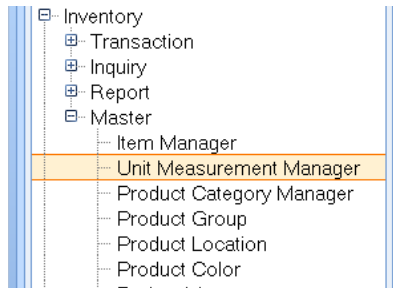
4. Clicks save and a color category has been added. (product item can be categorize in color when user defined it at the create item manager section)

Drag a column here to group by this column.				
	Code	Description	Last_Update	Last User
	Contains: ▼	Contains: ▼	Equals: ▼	Contains: ▼
↑	1	storeroom1	07/09/2012 17:42:40	a

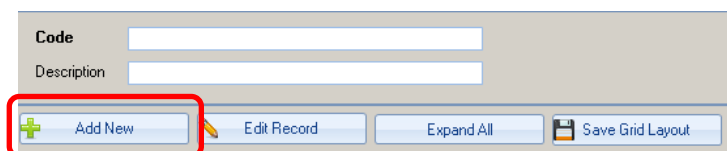
# INVENTORY ONE ERP

## Master

### Unit Measurement Manager



1. Unit measurement manager allow user to create or add a new measurement for their product. E.g. Product can be in Pcs (piece), Can, or even in boxes.
2. Click the **ADD NEW** button to start adding new record.



3. Key in your unit measurement name and press **ADD** to save.

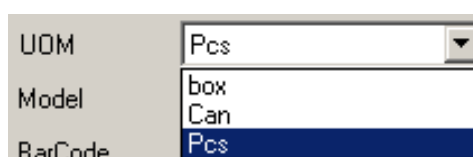


4. The new added result.

Drag a column here to group by this column

	Name	Last_Update	Last User
	Contains: ▼	Equals: ▼	Contains: ▼
1	box	7/9/2012 5:57:14 PM	a
2	Can	7/9/2012 5:50:00 PM	a
3	Pcs	5/15/2011 9:27:00 PM	a

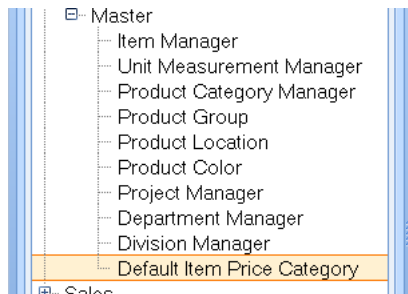
5. Option will be available at item manager:



# INVENTORY ONE ERP

## Master

### Default Item Price Category (price for default Small, Medium, Large)



1. User can set price for their product at a default small, medium, large format.

Default Item Price Category				
General				
	Apply	Description	Price	Default Quantity
→	<input checked="" type="checkbox"/>	Regular	0.00	1
	<input checked="" type="checkbox"/>	Medium	0.00	1
	<input checked="" type="checkbox"/>	Large	0.00	1
	<input type="checkbox"/>	Remark 1	0.00	1
	<input type="checkbox"/>	Remark 2	0.00	1

2. The price and quantity can be set when user click on it.

Default Item Price Category				
General				
	Apply	Description	Price	Default Quantity
✎	<input checked="" type="checkbox"/>	Regular	0.00	1
	<input checked="" type="checkbox"/>	Medium	0.00	1
	<input checked="" type="checkbox"/>	Large	0.00	1
	<input type="checkbox"/>	Remark 1	0.00	1
	<input type="checkbox"/>	Remark 2	0.00	1

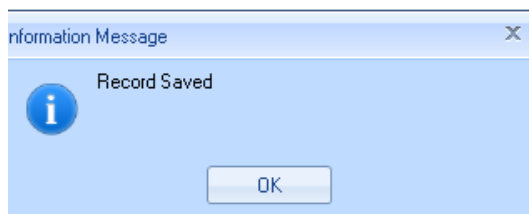
- Quantity can be set if the product need to be sell in specific amount. This is for user to have greater control on stock quantity.

**Default Item Price Category**

**General**

	Apply	Description	Price	Default Quantity
	<input checked="" type="checkbox"/>	Regular	0.00	<input type="text" value="2"/>
	<input checked="" type="checkbox"/>	Medium	0.00	1
	<input checked="" type="checkbox"/>	Large	0.00	1
	<input type="checkbox"/>	Remark 1	0.00	1
	<input type="checkbox"/>	Remark 2	0.00	1

- Click update when all setting has been done.



- This setting will be available in the **[item manager section]**.

**PRODUCT - EDIT RECORD**

Item No: 10002 [Copy as New Record](#) ☐ Suspended Category: Drinks

Description: Milo ☐ Voucher Group:

UOM: Pcs ☒ Inventory Color:

Model:  Warranty Months: 0 Location:

BarCode:  ☒ No Barcode

Serial No.:

**Price Category**

☐ Apply Price Category

	Apply	Description	Price	Default Quantity
+	<input checked="" type="checkbox"/>	Regular	1.00	2
	<input checked="" type="checkbox"/>	Medium	2.00	1
	<input checked="" type="checkbox"/>	Large	3.00	1
	<input type="checkbox"/>	Remark 1	0.00	1
	<input type="checkbox"/>	Remark 2	0.00	1

6. Select the checkbox to apply price category.

General Image Analyst Code Remarks Price Category

☒ Apply Price Category

	Apply	Description	Price	Default Quantity
+	<input checked="" type="checkbox"/>	Regular	1.00	2
	<input checked="" type="checkbox"/>	Medium	2.00	1
	<input checked="" type="checkbox"/>	Large	3.00	1
	<input type="checkbox"/>	Remark 1	0.00	1
	<input type="checkbox"/>	Remark 2	0.00	1

Update Close

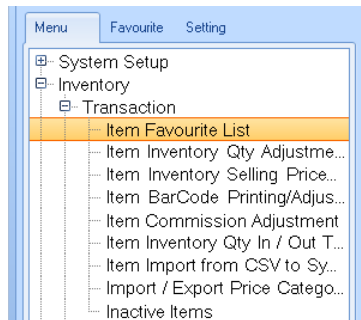
7. Apply price that user wish to add in into the product item. Press the update button when done.

Update Close

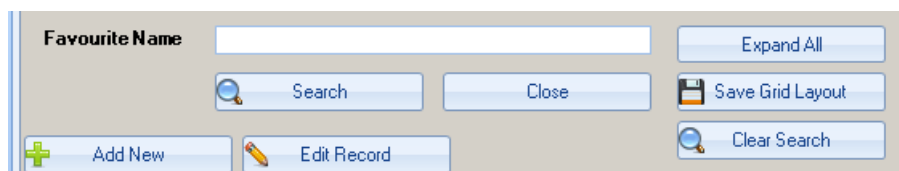
# INVENTORY ONE ERP

## Transaction

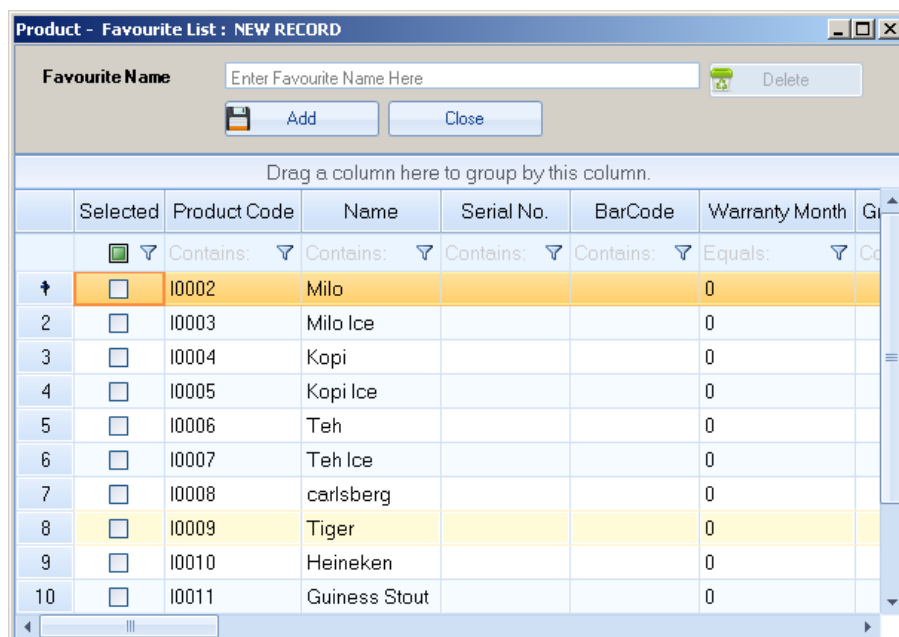
### Item Favourite List




1. Item favourite list enable user to easily track their item for more control when replenishes stock. E.g. item can be favourite as "HOT SELLING".




2. Start ADD favourite list by clicking the Add New buttons.
3. A window will appear with a list of item in your database key in earlier on.







4. Create a name for the Favourite list.

**Favourite Name**   Delete







 Add  Close

Drag a column here to group by this column.

	Selected	Product Code	Name	Serial No.	BarCode	Warranty Month	Gr
		Contains: 	Contains: 	Contains: 	Contains: 	Equals: 	Co
↑	<input type="checkbox"/>	I0002	Milo			0	


5. Select the item product by apply from the checkbox that you wish to add into favourite.  
\*The item here is based on the item that u set on the item manager.




Drag a column here to group by this column.




	Selected	Product Code	Name	Serial No.	BarCode	Warranty Month	Gr
		Contains: 	Contains: 	Contains: 	Contains: 	Equals: 	Co
↑	<input type="checkbox"/>	I0002	Milo			0	
2	<input type="checkbox"/>	I0003	Milo Ice			0	
3	<input type="checkbox"/>	I0004	Kopi			0	
4	<input type="checkbox"/>	I0005	Kopi Ice			0	
5	<input type="checkbox"/>	I0006	Teh			0	
6	<input type="checkbox"/>	I0007	Teh Ice			0	
7	<input type="checkbox"/>	I0008	carlsberg			0	
8	<input type="checkbox"/>	I0009	Tiger			0	
9	<input type="checkbox"/>	I0010	Heineken			0	
10	<input type="checkbox"/>	I0011	Guinness Stout			0	




6. The result of the Favourite List:

Item Inventory Qty Adjustment **Item Favourite List** Item Manager Default Item Price Category

**Favourite Name**   Expand All

 Search  Close  Save Grid Layout

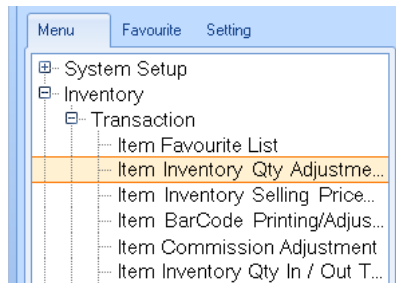
 Add New  Edit Record  Clear Search

	Favourite Name	Last User	Last Update
	Contains: 	Contains: 	Equals: 
↑	HOT SELLING	a	07/10/2012 10:35:17

# INVENTORY ONE ERP

## Transaction

### Item Inventory Quantity Adjustment



1. User able to add in their stock in this section. At the main page, click the search button to view all item in the list.



	Product Number	Name	BarCode	Current Stock Quantity	Adjust Quantity
	Contains: ▼	Contains: ▼	Contains: ▼	Equals: ▼	Equals: ▼
↑	10002	Milo		-2	0
2	10003	Milo Ice		-4	0
3	10004	Kopi		0	0
4	10005	Kopi Ice		-1	0
5	10006	Teh		0	0
6	10007	Teh Ice		-1	0
7	10008	carlsberg		0	0
8	10009	Tiger		0	0
9	10010	Heineken		0	0
10	10011	Guinness Stout		0	0
11	10012	Coke		0	0

2. Quantity of the stock can be modified by just click at the "ADJUST QUANTITY" column.

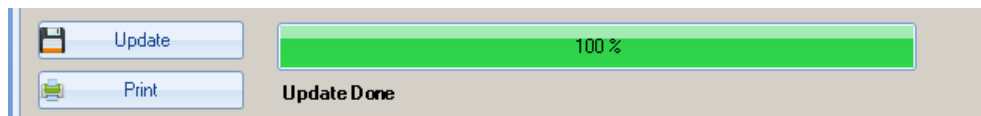
Current Stock Quantity	Adjust Quantity
Contains: ▼	Equals: ▼
-2	0
-4	0
0	0
-1	0
0	0

3. User can add remark on the item in the remark text field; it can act as a reminder.

Remarks	<input type="text"/>
---------	----------------------

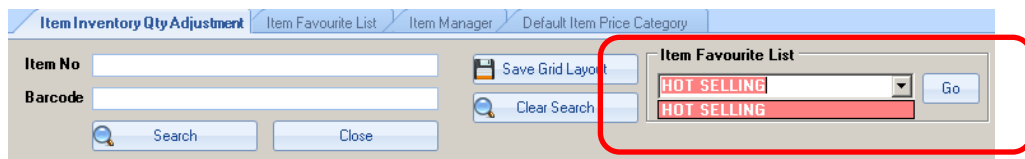


- To complete this adjustment of quantity, click on the update button as below:



## FROM ITEM FAVOURITE LIST

- User can choose from the favourite list if they set their item accordingly from the previous chapter.



- After choose from the list, click the GO button and all the item that listed at the favourite list will be shown.

Example:

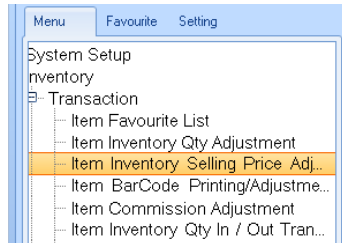
	Product Number	Name	BarCode	Current Stock Quantity	Adjust Quantity
	Contains: ▼	Contains: ▼	Contains: ▼	Equals: ▼	Equals: ▼
1	10006	Teh		0	0
2	10007	Teh Ice		4	0

\*specific item is shown instead of all product items.

# INVENTORY ONE ERP

## Transaction

### Item Inventory Selling Price Adjustment



1. User able to adjust their item stock price in this section. At the main page, click the search button to view all item in the list.



	Product Number	Name	BarCode	Selling Price 1
	Contains: ▾	Contains: ▾	Contains: ▾	Equals: ▾
↑	I0002	Milo		2.00
2	I0003	Milo Ice		2.20
3	I0004	Kopi		1.40
4	I0005	Kopi Ice		1.50
5	I0006	Teh		1.40
6	I0007	Teh Ice		1.60
7	I0008	carlsberg		9.00
8	I0009	Tiger		9.00
9	I0010	Heineken		8.00
10	I0011	Guinness Stout		10.00
11	I0012	Coke		2.00
12	I0013	Dry Noodle		8.00
13	I0014	Soup Noodle		7.00

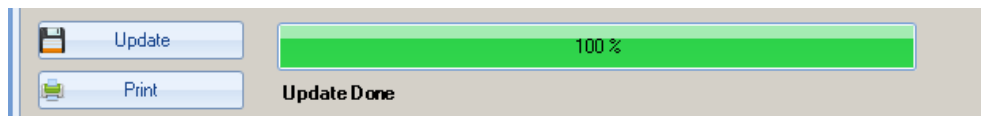
2. Price of the Item stock can be adjusted by just click at the “SELLING PRICE” column.

me	BarCode	Selling Price 1
s: ▾	Contains: ▾	Equals: ▾
		2.00
		2.20
		1.40
		1.50

3. User can add remark on the item in the remark text field; it can act as a reminder.

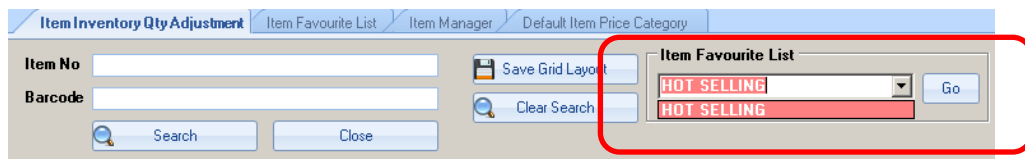
Remarks	<input type="text"/>
---------	----------------------

- To complete this adjustment of selling price, click on the update button as below:



## FROM ITEM FAVOURITE LIST

- User can choose from the favourite list if they set their item accordingly from the previous chapter.



- After choose from the list, click the GO button and all the item that listed at the favourite list will be shown.

Example:

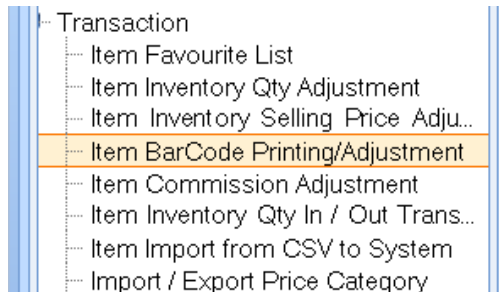
	Product Number	Name	BarCode	Selling Price 1
	Contains: ▾	Contains: ▾	Contains: ▾	Equals: ▾
1	10006	Teh		1.40
2	10007	Teh Ice		1.60

\*specific item is shown instead of all product items.

# INVENTORY ONE ERP

## Transaction

### Item Barcode Printing / Adjustment



1. Item can search more specifically by filter function as below:

A screenshot of the 'Item Search and Filter' interface. It features several input fields for searching items: 'Item Code', 'Category', 'Barcode', and 'Name'. Each field has a search icon and a 'Clear' button. There are also dropdown menus for 'Selling Price From' and 'Stock Quantity From', each with a 'To' field. An 'Item Favourite List' section shows a dropdown menu with 'HOT SELLING' selected and a 'Go' button. At the bottom, there are buttons for 'Select All', 'Export Record to CSV', 'Export Record to Text', and 'Hide Filter'.

2. User can search item by display all (default by clicking search button), filter item (only specific item under requirement will be shown), or by using item favourite list.

Drag a column here to group by this column.								
	Select to Print	BarCode	Product Code	Name	Serial No.	Warranty Month	Group Name	Color Name
		Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Equals: ▼	Contains: ▼	Contains: ▼
1	<input type="checkbox"/>		I0002	Milo		0		
2	<input type="checkbox"/>		I0003	Milo Ice		0		
3	<input type="checkbox"/>		I0004	Kopi		0		
4	<input type="checkbox"/>		I0005	Kopi Ice		0		
5	<input type="checkbox"/>		I0006	Teh		0		
6	<input type="checkbox"/>		I0007	Teh Ice		0		
7	<input type="checkbox"/>		I0008	carlsberg		0		
8	<input type="checkbox"/>		I0009	Tiger		0		
9	<input type="checkbox"/>		I0010	Heineken		0		

Remarks:

BarCode Printing


Update BarCode

- Item barcode can be either key in or scan by a barcode scanner:


Drag a column here to group by						
	Select to Print	BarCode	Product Code	Name	Serial No.	Warra
		Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Equals
1	<input type="checkbox"/>	1231242432	I0002	Milo		0
2	<input type="checkbox"/>		I0003	Milo Ice		0
3	<input type="checkbox"/>		I0004	Kopi		0
4	<input type="checkbox"/>		I0005	Kopi Ice		0
5	<input type="checkbox"/>		I0006	Teh		0

- User can print out the barcode by selecting the checkbox of the desired item and click on the print barcode button:

Remarks

 BarCode Printing

0%

 Update BarCode

- When click on the barcode printing button, user can choose to print in A4 mode or receipt mode.


Report Option

A4 (Num1)

Receipt Size (num2)

Close

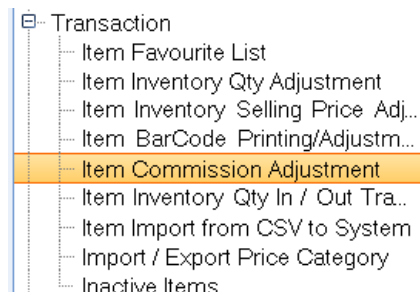
- Save and update by clicking the Update barcode button:

 Update BarCode

# INVENTORY ONE ERP

## Transaction

### Item Commission Adjustment



1. User able to adjust their item commission in this section. At the main page, click the search button to view all item in the list.


	Product Number	Name	BarCode	Commision
	Contains: ▾	Contains: ▾	Contains: ▾	Equals: ▾
1	I0002	Milo		0.00
2	I0003	Milo Ice		0.00
3	I0004	Kopi		0.00
4	I0005	Kopi Ice		0.00
5	I0006	Teh		0.00
6	I0007	Teh Ice		0.00
7	I0008	carlsberg		0.00
8	I0009	Tiger		0.00
9	I0010	Heineken		0.00
10	I0011	Guinness Stout		0.00
11	I0012	Coke		0.00
12	I0013	Dry Noodle		0.00
13	I0014	Soup Noodle		0.00

2. Adjust commission for each product by clicking the commission column.

Contains: ▾	Contains: ▾	Contains: ▾	Equals: ▾
I0002	Milo		3.00
I0003	Milo Ice		0.00
I0004	Kopi		0.00
I0005	Kopi Ice		0.00


- Click on the Update commission button to update all commission that being adjusted.



Remarks


 Update Commission 0%

- Done and all commission will be updated into the database.

**Item Commission Adjustment**

Item No   Clear Search

Barcode   Search  Close

Item Favourite List  
 


	Product Number	Name	BarCode	Commision
	Contains: ▼	Contains: ▼	Contains: ▼	Equals: ▼
1	I0002	Milo		3.00
2	I0003	Milo Ice		0.00
3	I0004	Kor...		...
4	I0005	Ko...		...
5	I0006	Te...		...
6	I0007	Te...		...
7	I0008	ca...		...
8	I0009	Tig...		...
9	I0010	Heineken		0.00
10	I0011	Guinness Stout		0.00
11	I0012	Coke		0.00
12	I0013	Dry Noodle		0.00
13	I0014	Soup Noodle		0.00

Information Message

Updated Done

OK

Remarks

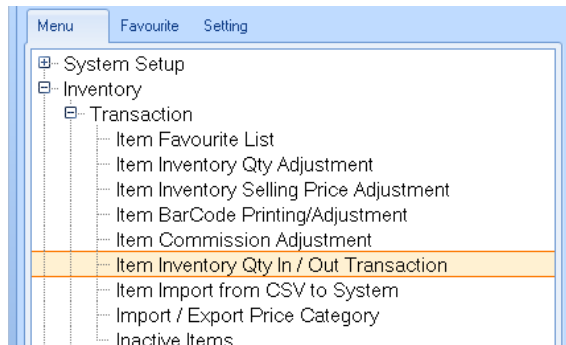
 Update Commission 100 %

Update Done

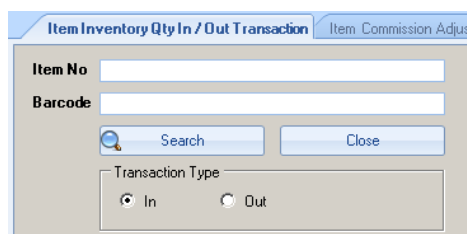
# INVENTORY ONE ERP

## Transaction

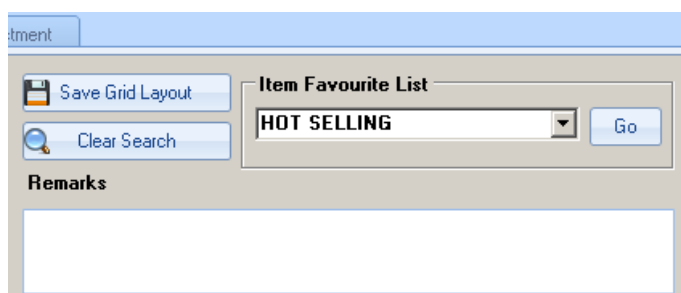
### Item Inventory Quantity In/Out Transaction



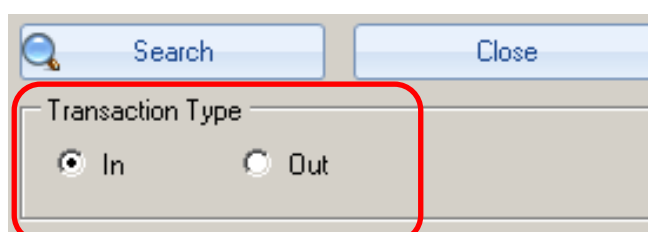
1. User able to adjust their item commission in this section. At the main page, click the search button to view all item in the list.



2. User can search their item by item no, barcode, or use the group item favourite list to do selections.



3. User will have to choose either to **“IN”** stock quantity, or **“OUT”** stock quantity from the radio button at transaction type section:





- Click search button to show results:

	Product Number	Name	BarCode	Current Stock Quantity	In
	Contains: ▾	Contains: ▾	Contains: ▾	Equals: ▾	Equals: ▾
1	I0002	Milo		4	0
2	I0003	Milo Ice		1	0
3	I0004	Kopi		0	0

- Select the In/out column respectively to adjust the item stock volume.


#### IN

	Product Number	Name	BarCode	Current Stock Quantity	In
	Contains: ▾	Contains: ▾	Contains: ▾	Equals: ▾	Equals: ▾
1	I0002	Milo		4	0
2	I0003	Milo Ice		1	0
3	I0004	Kopi		0	0
4	I0005	Kopi Ice		4	0
5	I0006	Teh		0	0

#### OUT

	Product Number	Name	BarCode	Current Stock Quantity	Out
	Contains: ▾	Contains: ▾	Contains: ▾	Equals: ▾	Equals: ▾
1	I0002	Milo		4	0
2	I0003	Milo Ice		1	0
3	I0004	Kopi		0	0
4	I0005	Kopi Ice		4	0
5	I0006	Teh		0	0

- Click update to complete the adjustment.

 Update

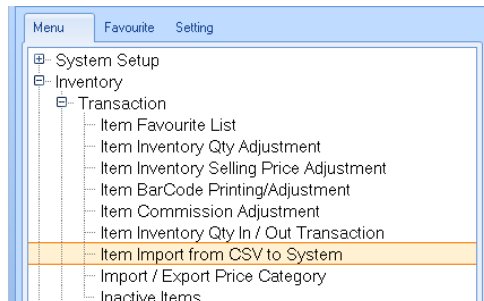
100 %

Update Done

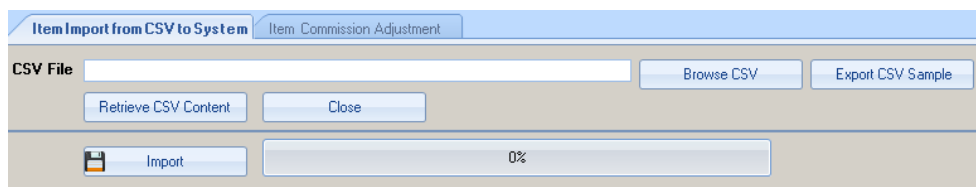
# INVENTORY ONE ERP

## Transaction

### Import from CSV to SYSTEM



User able to import the CSV files (Microsoft excel) format into the system. This function is for user to have a better solution when adding item into their record.

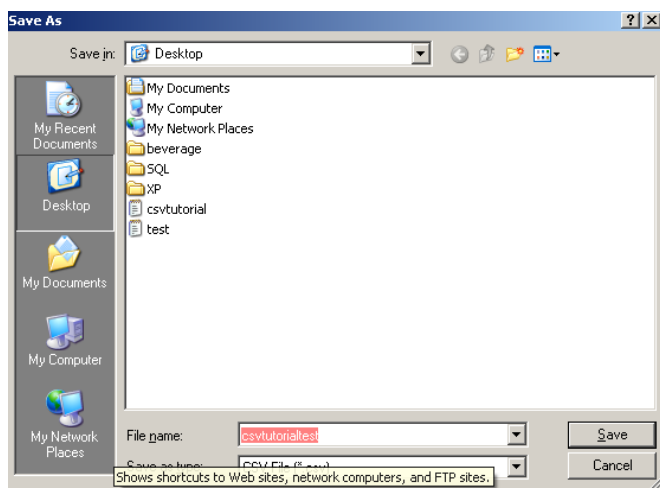


### Start adding record using CSV format.

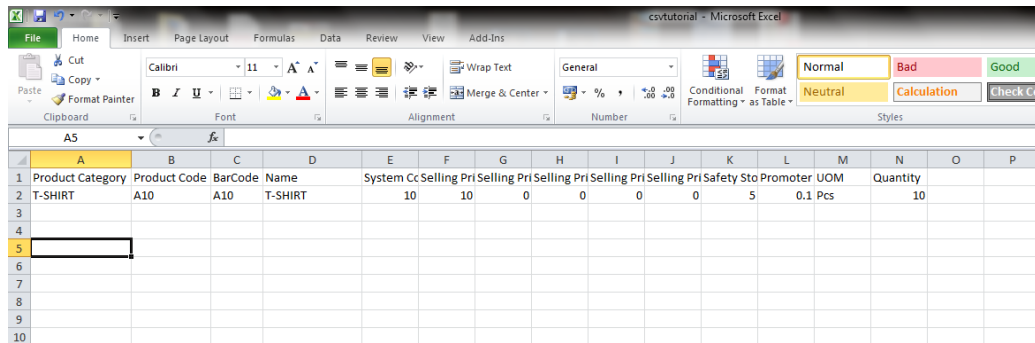
1. User will need a format from this system in order to have a more accurate format when user imports their data.



2. Save the file format into your pc directory.



- The sample CSV files can be open by excel or similar CSV format program.

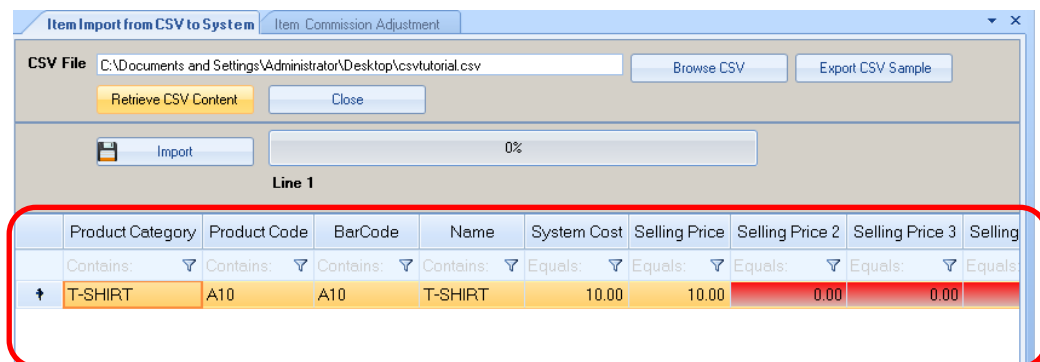
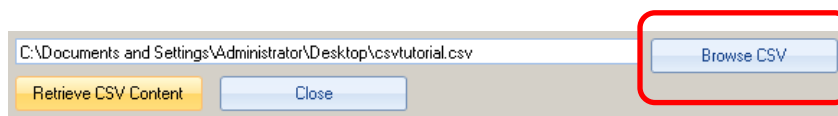


Product Category	Product Code	BarCode	Name	System Cc	Selling Pri	Selling Pri	Selling Pri	Selling Pri	Selling Pri	Selling Pri	Safety Sto	Promoter	UOM	Quantity
T-SHIRT	A10	A10	T-SHIRT	10	10	0	0	0	0	0	5	0.1	Pcs	10

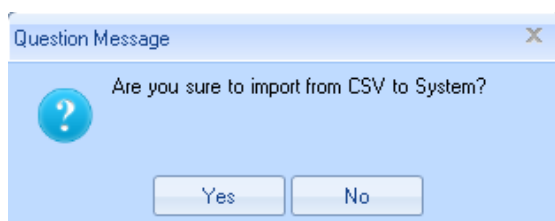
- Item can be start added using the default format as import just now.

### Import the CSV back to the system

- After finish key in the data into the excel CSV format, user can import the files back to the system.
- Browse the CSV files by clicking the **"BROWSE CSV"** button and click the **Retrieve CSV content**.



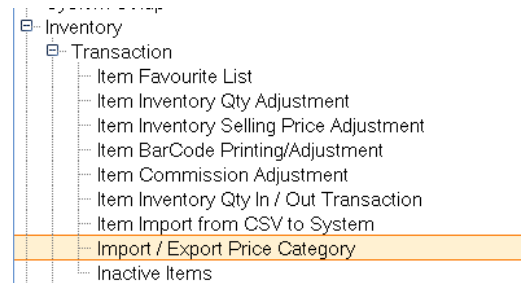
- To complete and update the system with this current CSV, click on the **IMPORT** button.



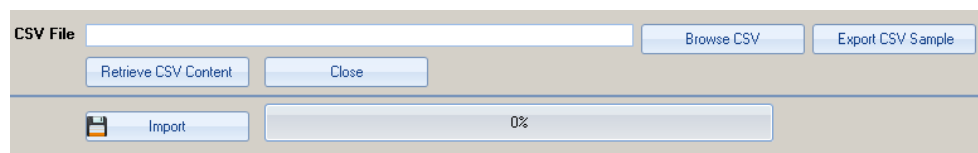
# INVENTORY ONE ERP

## Transaction

### Import / Export price category (Price, description and etc.)



User able to import the CSV files (Microsoft excel) format into the system. This function is for user to have a better solution when adding item into their record.

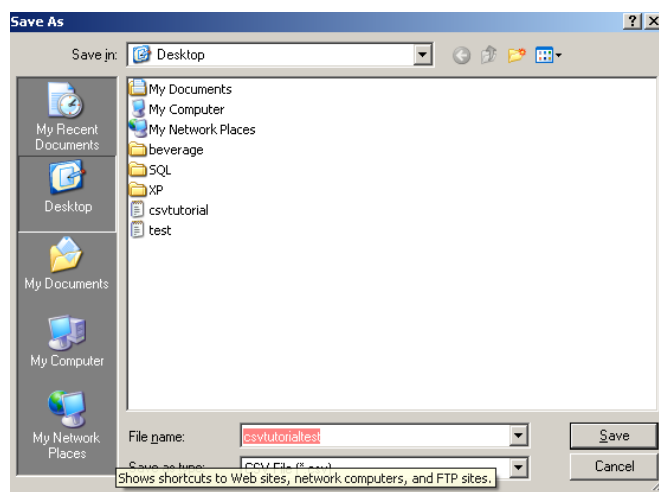


### Start adding record using CSV format.

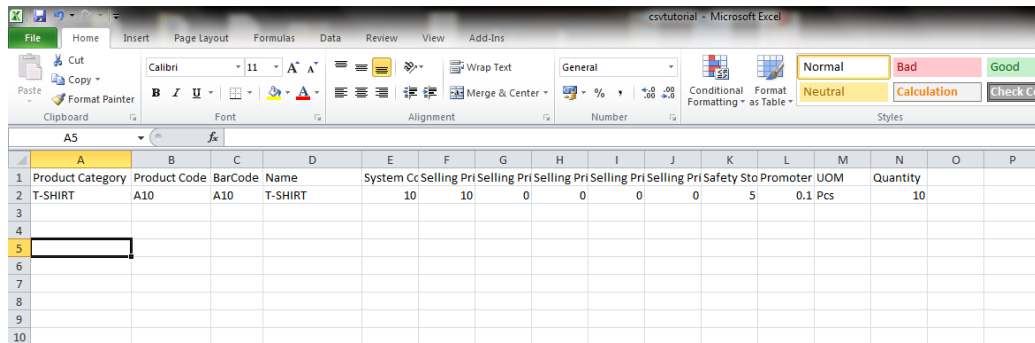
1. User will need a format from this system in order to have a more accurate format when user imports their data.



2. Save the file format into your pc directory.



- The sample CSV files can be open by excel or similar CSV format program.

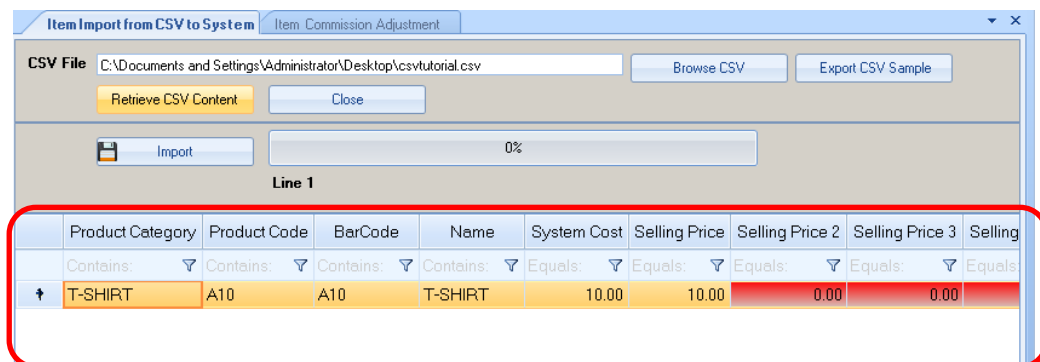
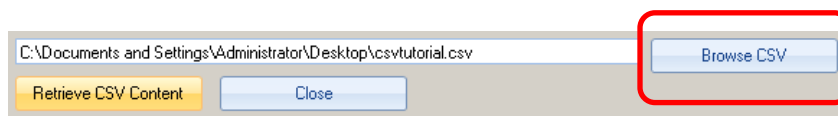


Product Category	Product Code	BarCode	Name	System Cc	Selling Pri	Selling Pri	Selling Pri	Selling Pri	Selling Pri	Selling Pri	Safety Sto	Promoter	UOM	Quantity
T-SHIRT	A10	A10	T-SHIRT	10	10	0	0	0	0	0	5	0.1	Pcs	10

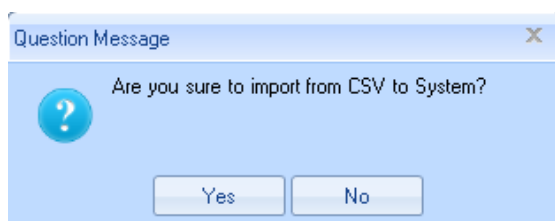
- Item can be start added using the default format as import just now.

### Import the CSV back to the system

- After finish key in the data into the excel CSV format, user can import the files back to the system.
- Browse the CSV files by clicking the **“BROWSE CSV”** button and click the **Retrieve CSV content**.



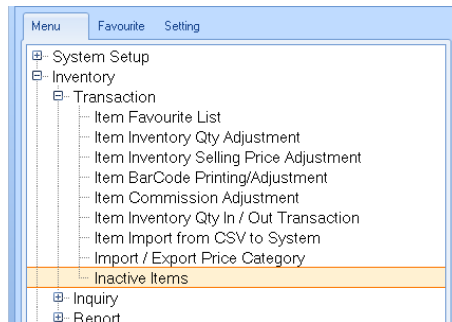
- To complete and update the system with this current CSV, click on the **IMPORT** button.



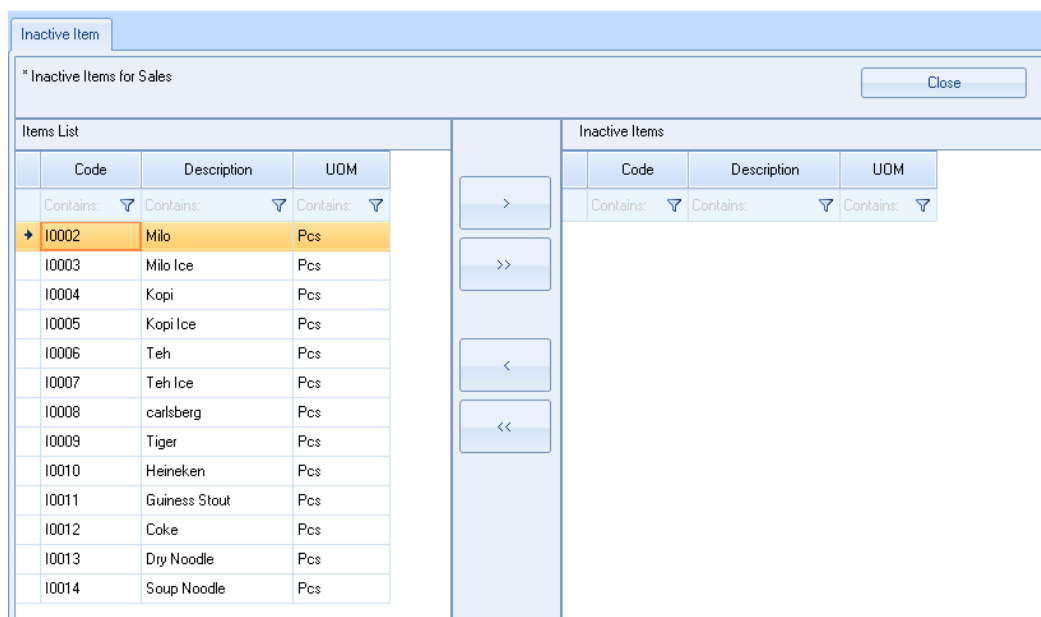
# INVENTORY ONE ERP

## Transaction

### Inactive Item (Temporary disable Product Items)



1. Item can be temporary hidden which can be reactive when user need it. This section save user from deleting the item where it might be unavailable for small period times only where delete is not necessary.



2. All items will be automatically shown as above.
3. Select the item from the list and click the add button.

→	10002	Milo	Pcs
	10003	Milo Ice	Pcs
	10004	Kopi	Pcs
	10005	Kopi Ice	Pcs
	10006	Teh	Pcs

4. Item has being add into the inactive list (item will be inactive but not deleted)

Inactive Item

\* Inactive Items for Sales Close


Items List			Inactive Items		
Code	Description	UOM	Code	Description	UOM
Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼
→ I0005	Kopi Ice	Pcs	I0002	Milo	Pcs
I0006	Teh	Pcs	I0003	Milo Ice	Pcs
I0007	Teh Ice	Pcs	→ I0004	Kopi	Pcs
I0008	carlsberg	Pcs			
I0009	Tiger	Pcs			
I0010	Heineken	Pcs			
I0011	Guinness Stout	Pcs			
I0012	Coke	Pcs			
I0013	Dry Noodle	Pcs			
I0014	Soup Noodle	Pcs			

> >> < <<

5. Click close and all inactive items will be inactive in all POS and item manager.

MessageBox

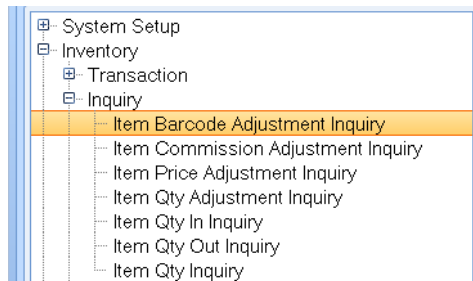
I0002 Suspended

 OK (Enter)

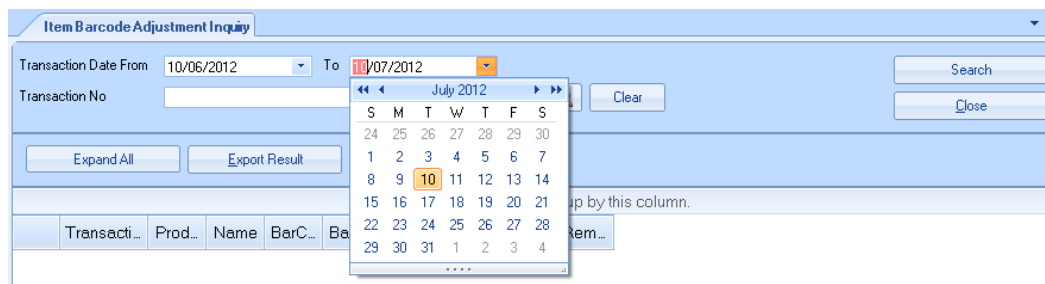
# INVENTORY ONE ERP

## Inquiry

### Item Barcode Adjustment Inquiry



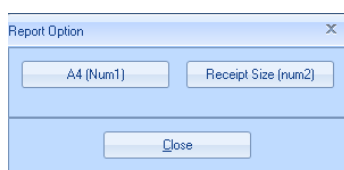
1. All adjustment transaction can be seen with this section. Choose the desired date from the drop down list.



2. User able to search the transaction number by clicking the “FIND” button to browse the record.



3. User can print the adjustment transaction out by choosing the format for references.

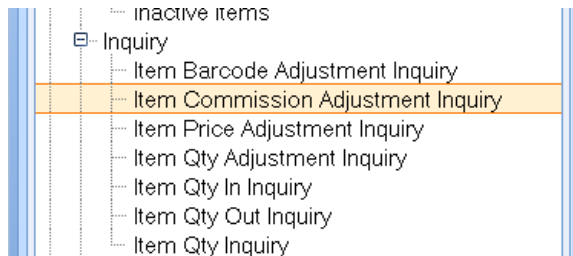




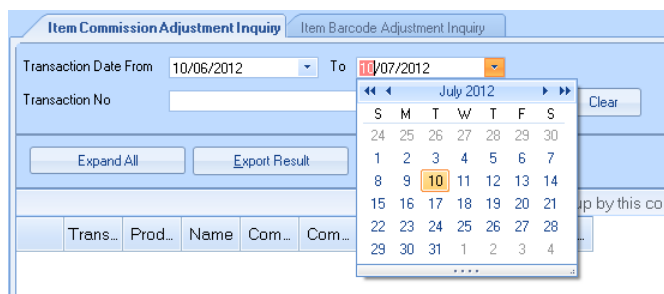
# INVENTORY ONE ERP

## Inquiry

### Item Commission Adjustment Inquiry



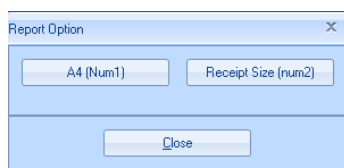
1. All adjustment transaction can be seen with this section. Choose the desired date from the drop down list.



2. User able to search the transaction number by clicking the “FIND” button to browse the record.



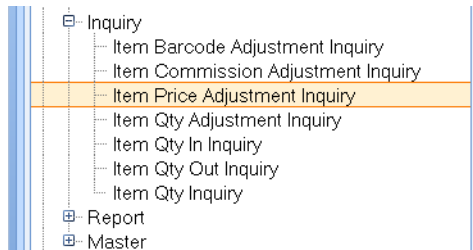
3. User can print the adjustment transaction out by choosing the format for references.



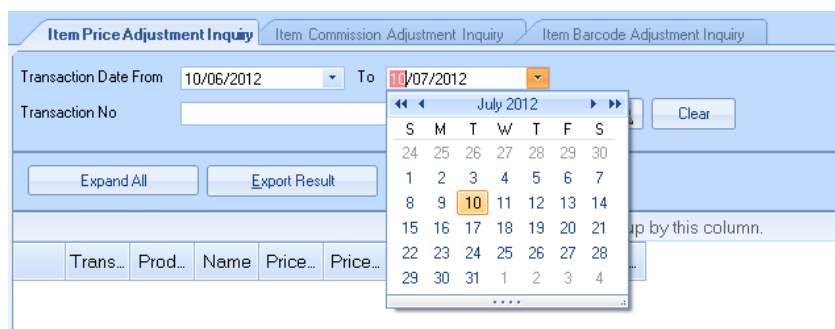
# INVENTORY ONE ERP

## Inquiry

### Item Price Adjustment Inquiry



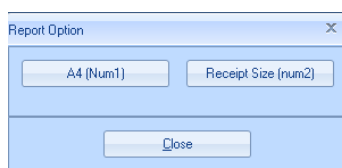
1. All adjustment transaction can be seen with this section. Choose the desired date from the drop down list.



2. User able to search the transaction number by clicking the **“FIND”** button to browse the record.



3. User can print the adjustment transaction out by choosing the format for references.

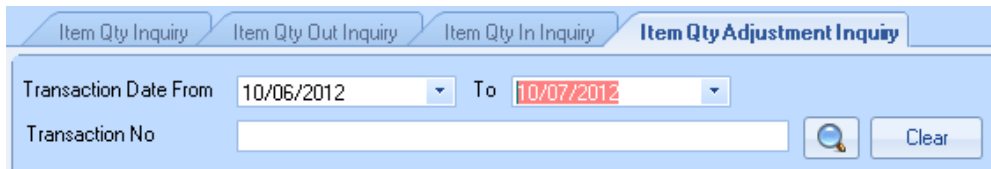


## INVENTORY ONE ERP

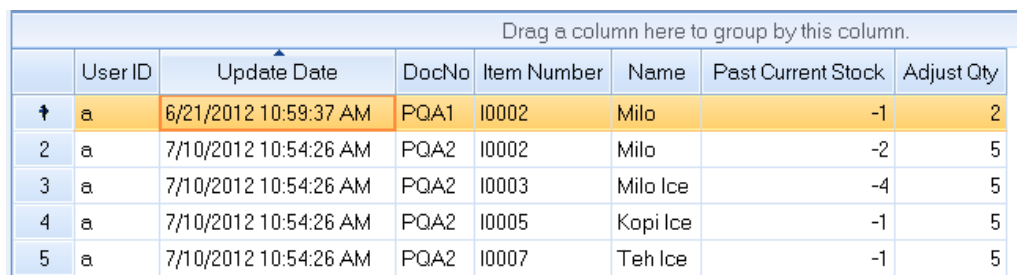
### Inquiry

#### Item Quantity Adjustment Inquiry

1. All adjustment transaction can be seen with this section. Choose the desired date from the drop down list.

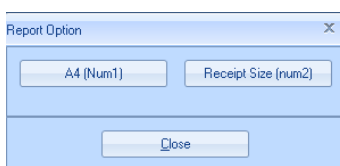


2. User able to search the transaction number by clicking the **"FIND"** button to browse the record.



	User ID	Update Date	DocNo	Item Number	Name	Past Current Stock	Adjust Qty
1	a	6/21/2012 10:59:37 AM	PQA1	I0002	Milo	-1	2
2	a	7/10/2012 10:54:26 AM	PQA2	I0002	Milo	-2	5
3	a	7/10/2012 10:54:26 AM	PQA2	I0003	Milo Ice	-4	5
4	a	7/10/2012 10:54:26 AM	PQA2	I0005	Kopi Ice	-1	5
5	a	7/10/2012 10:54:26 AM	PQA2	I0007	Teh Ice	-1	5

3. User can print the adjustment transaction out by choosing the format for references.

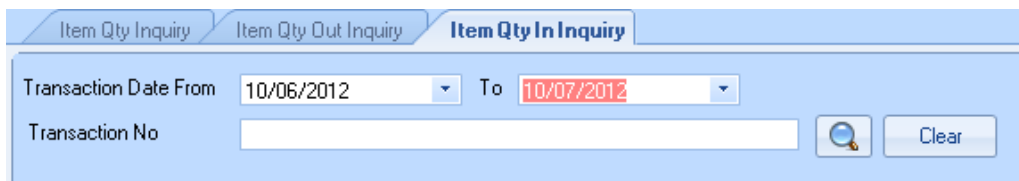


# INVENTORY ONE ERP

## Inquiry

### Item Quantity IN Adjustment Inquiry

1. All adjustment transaction can be seen with this section. Choose the desired date from the drop down list.



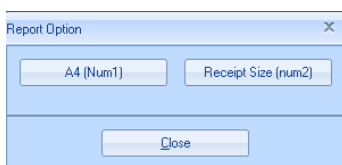
2. User able to search the transaction number by clicking the “FIND” button to browse the record.



3. The result from previous adjustment transaction (IN STOCK)

Drag a column here to group by this column.									
	Transaction No	Product Number	Name	Past Current Qty	In Qty	User ID	Name	Last Update	Remarks
↑	PQI1	10002	Milo	3	5	a	Super Admin	7/10/2012 12:30:32 PM	

4. User can print the adjustment transaction out by choosing the format for references.

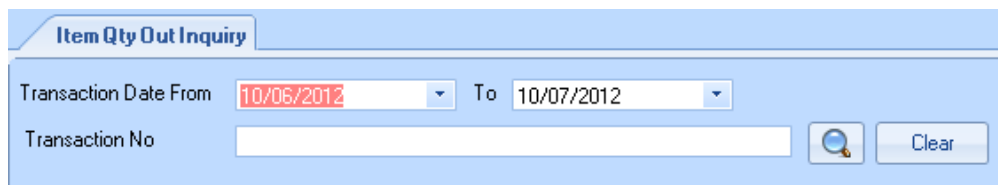


# INVENTORY ONE ERP

## Inquiry

### Item Quantity OUT Adjustment Inquiry

1. All adjustment transaction can be seen with this section. Choose the desired date from the drop down list.



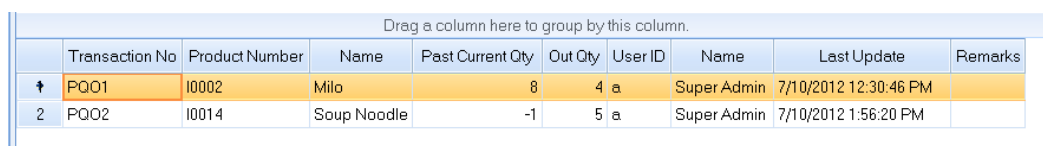
The form is titled "Item Qty Out Inquiry". It contains two date pickers: "Transaction Date From" with the value "10/06/2012" and "To" with the value "10/07/2012". Below these is a text input field for "Transaction No" and a "Clear" button. A magnifying glass icon is also present next to the "Transaction No" field.

2. User able to search the transaction number by clicking the **"FIND"** button to browse the record.



The dialog box is titled "Select Transaction No.". It features a "Filter" text input field, a checkbox labeled "Filter by Column(s)", and two buttons: "Export Result" and "Expand All". At the bottom, there is a placeholder text: "Drag a column here to group by this column."

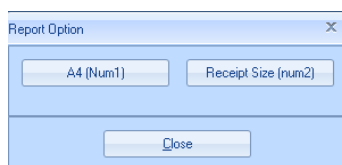
3. The result from previous adjustment transaction (IN STOCK)



The table displays the results of an adjustment transaction. It has a header row and two data rows. The first data row is highlighted in orange. The second data row is highlighted in light blue. The table includes a "Remarks" column which is currently empty.

	Transaction No	Product Number	Name	Past Current Qty	Out Qty	User ID	Name	Last Update	Remarks
↑	PQ01	I0002	Milo	8	4	a	Super Admin	7/10/2012 12:30:46 PM	
2	PQ02	I0014	Soup Noodle	-1	5	a	Super Admin	7/10/2012 1:56:20 PM	

4. User can print the adjustment transaction out by choosing the format for references.

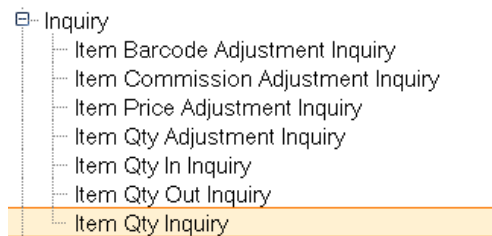


The dialog box is titled "Report Option". It contains two buttons: "A4 (Num1)" and "Receipt Size (num2)". Below these buttons is a "Close" button.

# INVENTORY ONE ERP

## Inquiry

### Item Quantity Inquiry



1. All transaction can be seen with this section. Information like safety stock level, current stock, and sell quantity.
2. The result can be filter by Item code, Item name, or even quantity numbers.

A screenshot of the 'Item Qty Inquiry' form. It has two tabs: 'Item Qty Inquiry' (selected) and 'Item Qty Out Inquiry'. The form contains fields for 'Item Code', 'Item Name', and 'Quantity From' (with a 'To' field). There are search icons next to the 'Item Code' and 'Item Name' fields. At the bottom, there are buttons for 'Expand All', 'Export Result', and 'Preview Print'. There are also 'Inquiry' and 'Close' buttons on the right side.

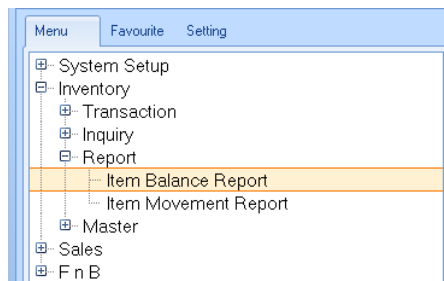
3. The result from the search:

	Product Category	Item No	Name	SafetyStockLevel	Current Stock Qty	Sell Qty	Pending Qty
	Contains: ▼	Contains: ▼	Contains: ▼	Equals: ▼	Equals: ▼	Equals: ▼	Equals: ▼
1	Drinks	I0002	Milo	0	4	0.000000	2.000000
2	Drinks	I0003	Milo Ice	0	1	0.000000	2.000000
3	Drinks	I0004	Kopi	0	0	0.000000	0.000000
4	Drinks	I0005	Kopi Ice	0	4	0.000000	0.000000
5	Drinks	I0006	Teh	0	0	0.000000	0.000000
6	Drinks	I0007	Teh Ice	0	4	0.000000	0.000000
7	Drinks	I0008	carlsberg	0	0	0.000000	0.000000
8	Drinks	I0009	Tiger	0	0	0.000000	0.000000
9	Drinks	I0010	Heineken	0	0	0.000000	0.000000
10	Drinks	I0011	Guinness Stout	0	0	0.000000	0.000000
11	Drinks	I0012	Coke	0	0	0.000000	0.000000
12	Noodle	I0013	Dry Noodle	0	0	0.000000	0.000000
13	Noodle	I0014	Soup Noodle	0	-6	0.000000	1.000000

# INVENTORY ONE ERP

## Report

### Item Balanced Report



1. All item total balance report can be view in this section.

A screenshot of the 'Item Balance Report' search form. The form has a header with 'Item Movement Report' and 'Item Balance Report' tabs. Below the header, there are several input fields for search criteria: Item No From (10002), Category From, Qty From, Unit Price From, Project From, Department From, and Division From. Each field has a 'To' field next to it. There are also search icons (magnifying glass) for each field. At the bottom, there are 'Search' and 'Close' buttons.

2. User able to filter in a very specific search as above. User can search by 1 types of condition, or even multiple conditions for more specific searching.

A screenshot of the 'Filter' and 'Group by' interface. At the top, there is a 'Filter' input field, an 'Export Result' button, and a checkbox labeled 'Filter by Column(s)'. Below this, there is a section for grouping by a column. It says 'Drag a column here to group by this column.' and shows a list of columns: Name, Drinks, Noodle, Rice, Side Dishes, and Alcohol. The 'Drinks' column is highlighted with an orange background.

### 3. The result of searching:

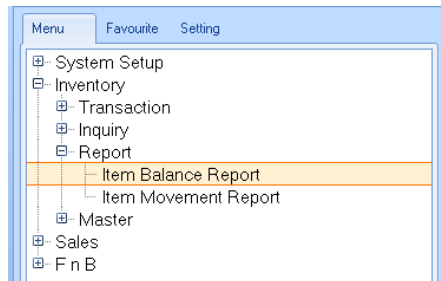
<div> <div>Filter <input type="text"/></div> <div> <input type="checkbox"/> Filter by Column(s)         </div> <div> <a href="#">Export Result</a> </div> <div> <a href="#">Expand All</a> </div> </div>									
Drag a column here to group by this column.									
	Product Number	Description	Category Name	Quantity	Standard Cost	SubTotal	Project	Department	Division
↑	I0002	Milo	Drinks	4.00	0.00	0.00			
2	I0003	Milo Ice	Drinks	1.00	0.00	0.00			
3	I0004	Kopi	Drinks	0.00	0.00	0.00			
4	I0005	Kopi Ice	Drinks	4.00	0.00	0.00			
5	I0006	Teh	Drinks	0.00	0.00	0.00			
6	I0007	Teh Ice	Drinks	4.00	0.00	0.00			
7	I0008	carlsberg	Drinks	0.00	0.00	0.00			
8	I0009	Tiger	Drinks	0.00	0.00	0.00			
9	I0010	Heineken	Drinks	0.00	0.00	0.00			
10	I0011	Guinness Stout	Drinks	0.00	0.00	0.00			
11	I0012	Coke	Drinks	0.00	0.00	0.00			
12	I0013	Dry Noodle	Noodle	0.00	0.00	0.00			
13	I0014	Soup Noodle	Noodle	-6.00	0.00	0.00			



# INVENTORY ONE ERP

## Report

### Item Movement Report



1. All item total movement report can be view in this section. (movement report consist of item that are being replenish or sold)

The 'Item Movement Report' form includes the following fields and controls:

- Trx Date From: 10/06/2012
- To: 10/07/2012
- Item No From: [Empty]
- To: [Empty]
- Category From: [Empty]
- To: [Empty]
- Qty From: [Empty]
- To: [Empty]
- Unit Price From: [Empty]
- To: [Empty]
- Project From: [Empty]
- To: [Empty]
- Department From: [Empty]
- To: [Empty]
- Division From: [Empty]
- To: [Empty]
- Search button
- Close button

2. User able to filter in a very specific search as above. User can search by 1 types of condition, or even multiple conditions for more specific searching.

The filter section includes:

- Filter: [Search Box]
- ☐ Filter by Column(s)
- Export Result
- Expand All

Drag a column here to group by this column.

	ProductNumber	Name
1	I0002	Milo
2	I0003	Milo Ice
3	I0004	Kopi
4	I0005	Kopi Ice
5	I0006	Teh

### 3. The result of searching:

<div> Filter <input type="text"/> <div> Export Result </div> <div> <input type="checkbox"/> Filter by Column(s) Expand All </div> </div>											
Group by: Product Number											
	DocNo	DocType	Posting Date	Prepared By	Product Number	Description	Category Name	Tx Quantity	Project	Department	Division
Product Number: I0002											
1	PQA1	ADJ	21-06-2012	a	I0002	Milo	Drinks	2.00			
2	PQA2	ADJ	10-07-2012	a	I0002	Milo	Drinks	5.00			
3	PQI1	IN	10-07-2012	a	I0002	Milo	Drinks	5.00			
4	PQO1	OUT	10-07-2012	a	I0002	Milo	Drinks	-4.00			
Product Number: I0003											
5	PQA2	ADJ	10-07-2012	a	I0003	Milo Ice	Drinks	5.00			
Product Number: I0005											
6	PQA2	ADJ	10-07-2012	a	I0005	Kopi Ice	Drinks	5.00			
Product Number: I0007											
Product Number: I0014											

### 4. The list of item is shown accordingly.

Product Number: I0003											
5	PQA2	ADJ	10-07-2012	a	I0003	Milo Ice	Drinks	5.00			
Product Number: I0005											
6	PQA2	ADJ	10-07-2012	a	I0005	Kopi Ice	Drinks	5.00			
Product Number: I0007											
Product Number: I0014											

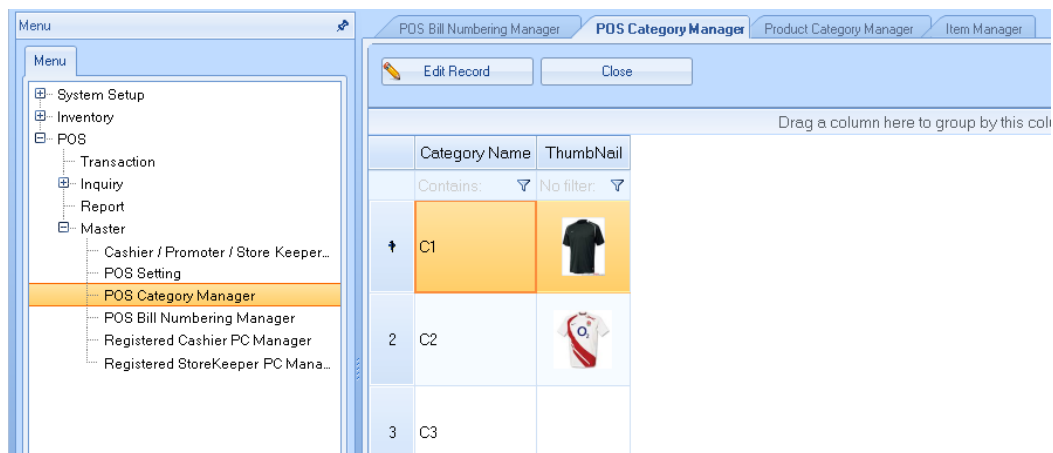
# POS

## Transaction

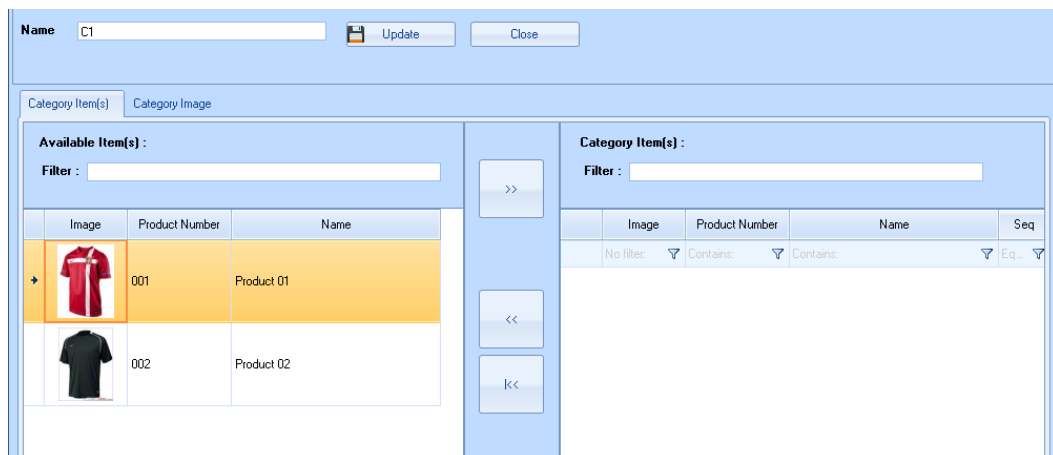
### Menu Settings (How to add item into POS SYSTEM Menu)


Previously we have store records into the database, and now we will be adding the record to the POS system menu.

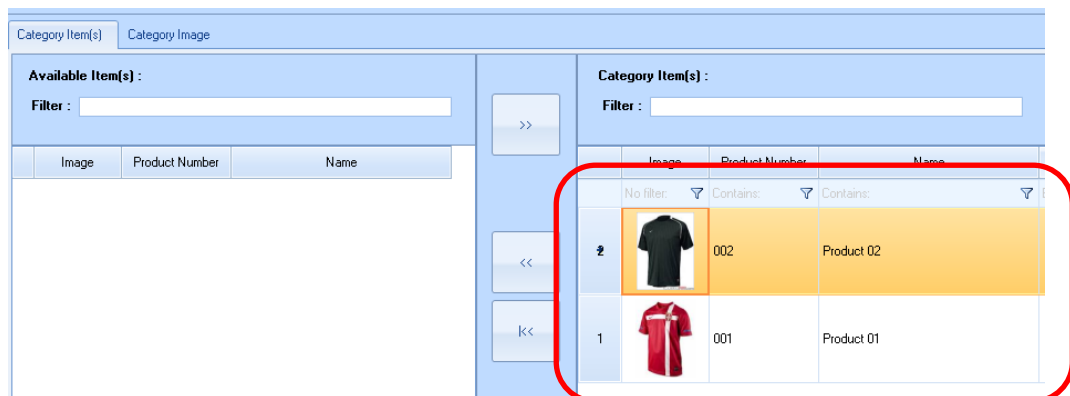
1. Select [POS]> [MASTER]> [POS CATEGORY MANAGER] and it will display a list of category name and thumbnail (image) if any. User can select the category and then click on the [EDIT RECORD] button to start edit.





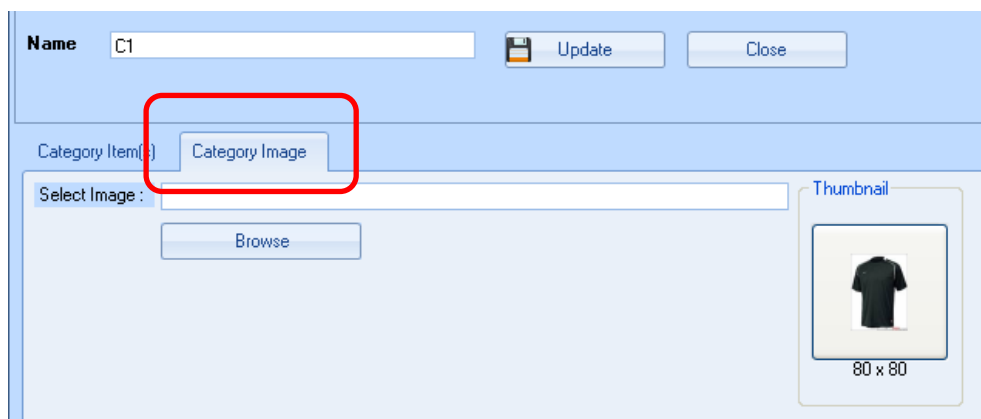
2. After selecting the EDIT RECORD, a category screen will appear as above (fig.8).



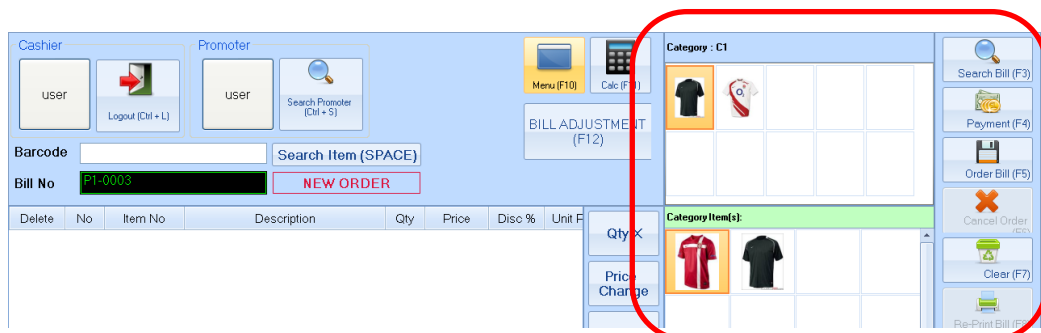
- As user can now add in a product to this category, by clicking the  button. The item will automatically drag into the categories. (fig.9)



- User can deselect the entire item by click the , and press  button for individual items. Update/change category image.
- Click on the Tab CATEGORY IMAGE button, user able to browse selected image and change the images for this category.



- Example of the final screen result in ONE POS SYSTEM (F10 Menu) after the record added.



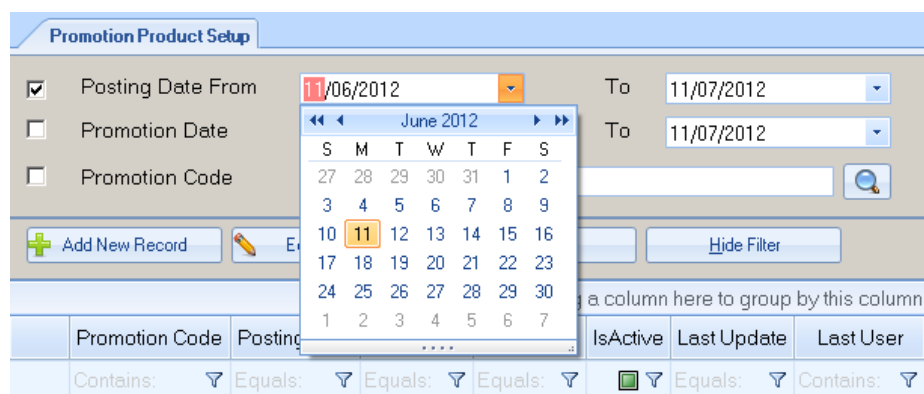
## POS

### Transaction

#### Promotion Product Setup



1. User can set the specific promotion period date and time. (E.g. famous fast food restaurant normally have the promotion meal on lunch time or dinner hour or even on weekdays special).
2. User can search the previous promotion settings and adjust by selecting the date from posting date and click edit button to edit.



3. To setup a new promotion period, click on the ADD NEW RECORD button to start add.



4. A screen will prompt for user to setup the promotion date, day, time and etc.

Promotion Code	PM-0004	Posting Date	11/07/2012	<input checked="" type="checkbox"/> Active
Promotion From	11/07/2012	To	10/08/2012	
Day	Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday			<input type="button" value="All Week"/>
Time From	00:00 (24 Hours Format)	To	23:59 (24 Hours Format)	<input type="button" value="All Day"/>

- To pick the day, users just checks or uncheck form the drop down list.

- Set the time for specific hour (e.g. below is a setup for lunch time period from 12pm to 2pm).

- After promotion date and time has been set, user can add the promotion product to the list.

- Add in the selection by clicking the >> button into the promotion list.

#	Code	Description	UOM	Unit Price	Discount %	Amount
<input type="checkbox"/>	I0008	carlsberg	Pcs	9.00	0.00	0.00
<input type="checkbox"/>	I0009	Tiger	Pcs	9.00	0.00	0.00
<input type="checkbox"/>	I0010	Heineken	Pcs	8.00	0.00	0.00

- Key in the discount % and the amount of the product item that need to be sold within promotion period.

Choose the item product.

<input checked="" type="checkbox"/>	I0008	carlsberg	Pcs	9.00	0.00	0.00
<input type="checkbox"/>	I0009	Tiger	Pcs	9.00	0.00	0.00
<input type="checkbox"/>	I0010	Heineken	Pcs	8.00	0.00	0.00

Set the discount % and item amount for the promotion period.

Batch Setting

Discount Percent

Amount

- Click the save button to complete this promotion setup.

- The results.

Promotion Product Setup

☒ Posting Date From
To

☐ Promotion Date
To

☐ Promotion Code

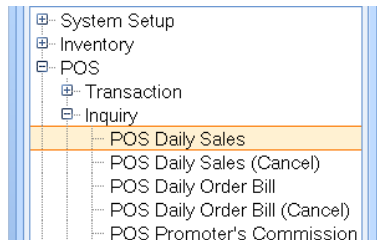
Drag a column here to group by this column.

	Promotion Code	Posting Date	Start	End	IsActive	Last Update	Last User
	Contains: ▼	Equals: ▼	Equals: ▼	Equals: ▼	<input checked="" type="checkbox"/> ▼	Equals: ▼	Contains: ▼
↑	PM-0004	11/07/2012	11/07/2012	10/08/2012	<input checked="" type="checkbox"/>	7/11/2012 12:17:01 PM	a

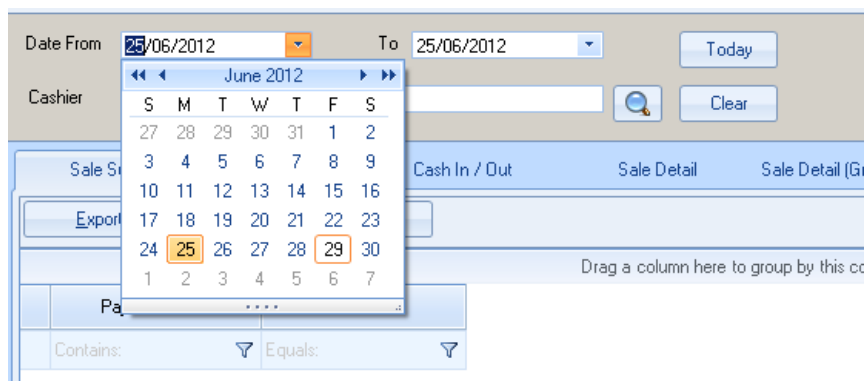
## POS

### Inquiry (Daily Sales)

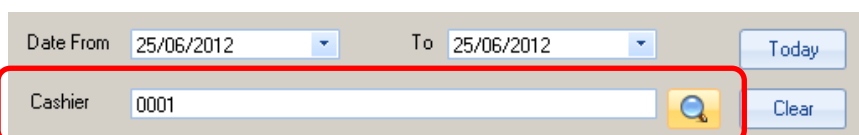
#### Check Daily Sales



1. Select the date from and to which user wish to display as a result as below:



2. User can search also search the sales that key in by the specific "cashier".



	Code	Name
↑	0001	user

3. Click on the  button to retrieve result for the daily sales.

Payment Mode	Amount
Contains: ↓ Equals: ↓	
→ REFUND	0.00
TOTAL	0.00
DISCOUNT	
TAX	
SERVICE CHARGE	



4. Result can be printed out by clicking the **PREVIEW PRINT BUTTON**:

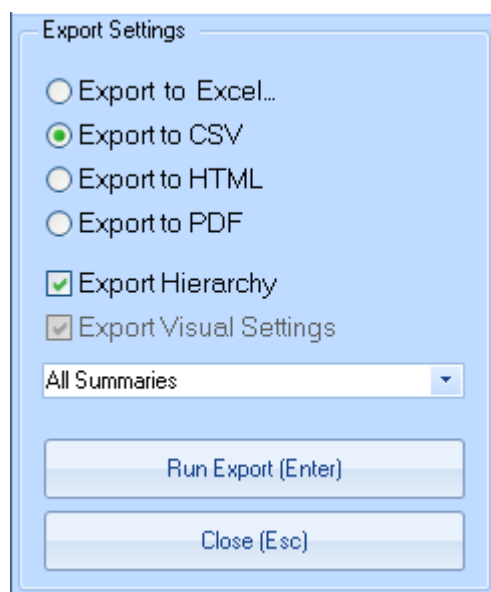
**Sale Summary**

Date From : 25-Jun-2012 To : 25-Jun-2012

Cashier : 0001

PaymentMode	Amount
REFUND	0.00
TOTAL	0.00
DISCOUNT	
TAX	
SERVICE CHARGE	

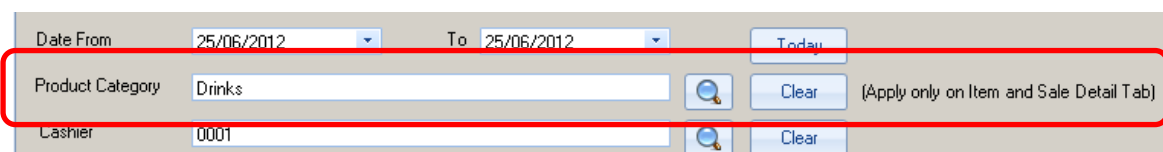
5. Daily Sales can be exported/backup to the document files:



The 'Export Settings' dialog box contains the following options:

- ☐ Export to Excel...
- ☒ Export to CSV
- ☐ Export to HTML
- ☐ Export to PDF
- ☒ Export Hierarchy
- ☒ Export Visual Settings
- A dropdown menu set to 'All Summaries'.
- 'Run Export (Enter)' button.
- 'Close (Esc)' button.

- \*search daily sales by using product categories:



Search filters for daily sales:

- Date From: 25/06/2012 To: 25/06/2012 (Today button)
- Product Category: Drinks (Search icon, Clear button, and note: (Apply only on Item and Sale Detail Tab))
- Cashier: 0001 (Search icon, Clear button)

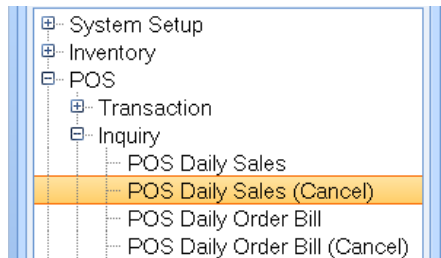
	Name
1	Drinks
2	Mee
3	Rice
4	Side Dishes
5	Alcohol

- \*Product Category only can apply on item and sales detail tab.

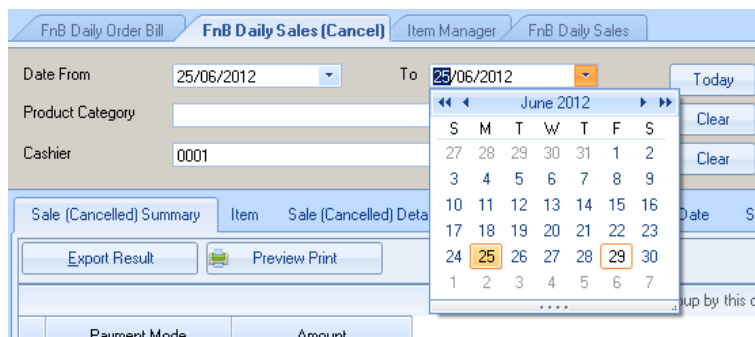
## POS

### Inquiry (Daily Sales)

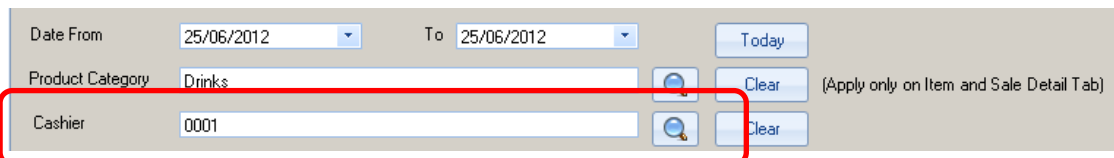
#### Check Canceled Daily Sales




1. Select the date from and to which user wish to display as a result as below:



2. User can search also search the sales that key in by the specific “cashier”.



	Code	Name
↑	0001	user

3. Click on the  button to retrieve result for the Canceled daily sales.

Payment Mode	Amount
Contains: ▾ Equals: ▾	
→ REFUND	0.00
TOTAL	0.00
DISCOUNT	
TAX	
SERVICE CHARGE	

4. Result can be printed out by clicking the **PREVIEW PRINT BUTTON**:

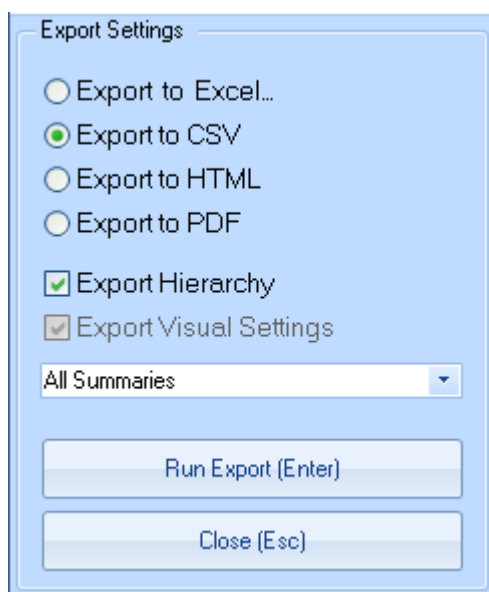
**Sale Summary**

Date From : 25-Jun-2012 To : 25-Jun-2012

Cashier : 0001

PaymentMode	Amount
REFUND	0.00
TOTAL	0.00
DISCOUNT	
TAX	
SERVICE CHARGE	

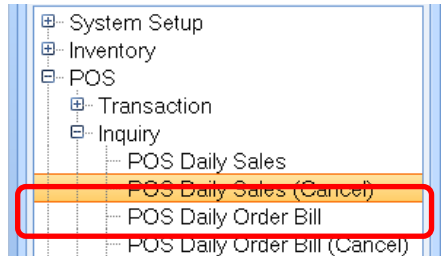
5. Cancel Daily Sales can be exported/backup to the document files:



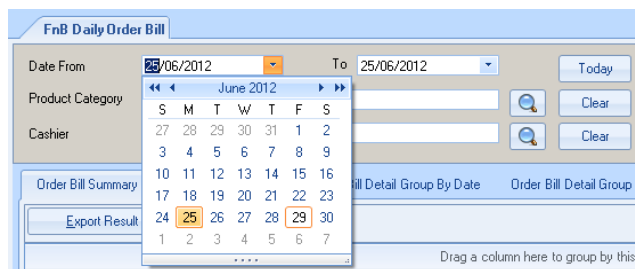
## POS

### Inquiry (Sales)

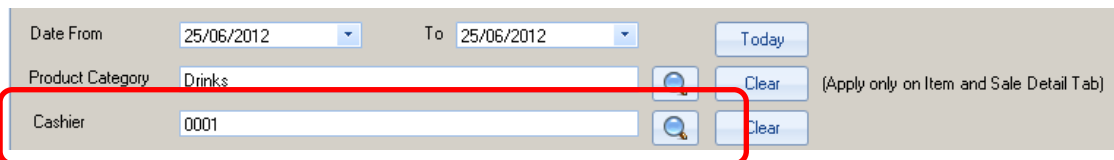
#### Check Order Bill



1. Select the date from and to which user wish to display as a result as below:



2. User can search also search the sales that key in by the specific “cashier”.



	Code	Name
↑	0001	user

3. Click on the  button to retrieve result for the order bill.

	Payment Mode	Amount
	Contains: ∇	Equals: ∇
→	TOTAL ORDER AMOUNT	4.20
	DISCOUNT	0.00
	TAX	0.00
	SERVICE CHARGE	0.00

4. Result can be printed out by clicking the **PREVIEW PRINT BUTTON**:

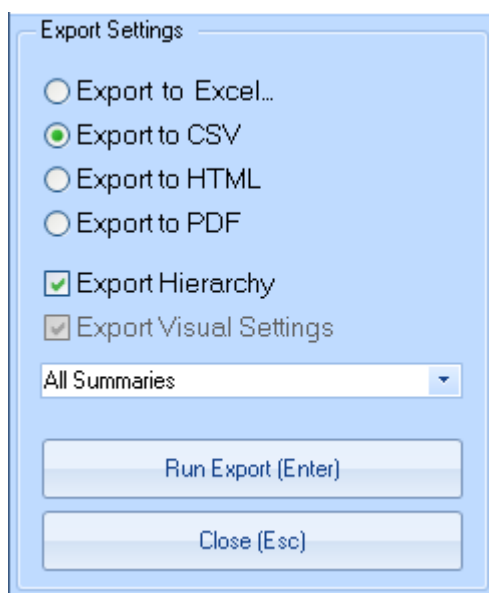
**ORDER BILL SUMMARY**

Date From : 25-Jun-2012 To : 25-Jun-2012

Cashier : 0001

Payment Mode	Amount
TOTAL ORDER AMOUNT	4.20
DISCOUNT	0.00
TAX	0.00
SERVICE CHARGE	0.00

5. Order Bill can be exported/backup to the document files:



The image shows a dialog box titled "Export Settings". It contains several options for exporting data:

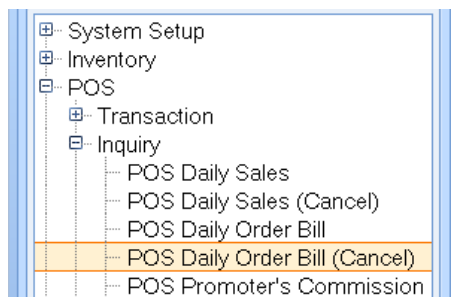
- ☐ Export to Excel...
- ☒ Export to CSV
- ☐ Export to HTML
- ☐ Export to PDF
- ☒ Export Hierarchy
- ☒ Export Visual Settings

Below these options is a dropdown menu currently set to "All Summaries". At the bottom of the dialog are two buttons: "Run Export (Enter)" and "Close (Esc)".

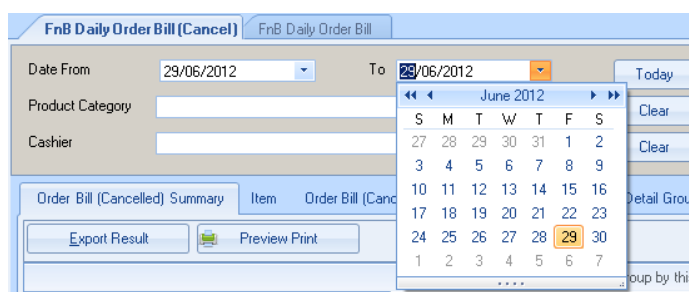
## POS

### Inquiry (Sales)

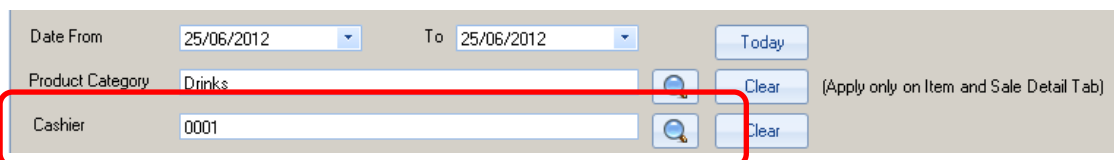
#### Check Order Bill (Cancel)




1. Select the date from and to which user wish to display as a result as below:





2. User can search also search the sales that key in by the specific “cashier”.



	Code	Name
↑	0001	user

3. Click on the  button to retrieve result for the canceled order bill.

	Payment Mode	Amount
	Contains: 	Equals: 
→	TOTAL ORDER AMOUNT	4.20
	DISCOUNT	0.00
	TAX	0.00
	SERVICE CHARGE	0.00

4. Result can be printed out by clicking the **PREVIEW PRINT BUTTON**:

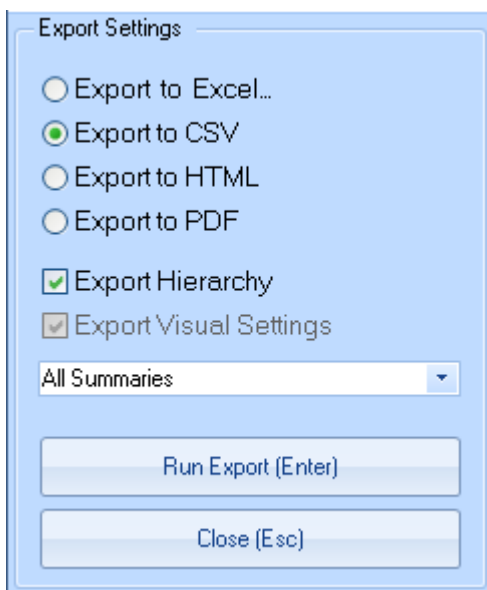
**ORDER BILL (Cancelled) SUMMARY**

Date From : 29-Jun-2012 To : 29-Jun-2012

Cashier :

Payment Mode	Amount
TOTAL ORDER AMOUNT	0.00
DISCOUNT	
TAX	
SERVICE CHARGE	

5. Cancel Order Bill can be exported/backup to the document files:



The image shows a dialog box titled "Export Settings". It contains several options for exporting data:

- ☐ Export to Excel...
- ☒ Export to CSV
- ☐ Export to HTML
- ☐ Export to PDF
- ☒ Export Hierarchy
- ☒ Export Visual Settings

Below these options is a dropdown menu currently set to "All Summaries". At the bottom of the dialog are two buttons: "Run Export (Enter)" and "Close (Esc)".

## POS

### Inquiry (Daily Sales)

#### POS Promoters Commission

1. Promoters commission can be gain by selling a product or an item, if user has already set the promoters commission on a single item at \*INVENTORY > Item Manager. PAGE: 13

General Image Analyst Code Remarks Price Category

Unit Cost 0.00

**Quantity**

Available 0

Safety Stock 0

Reorder Point 0

**Promoter Commission**

Per Unit 0.00

**Selling Price**

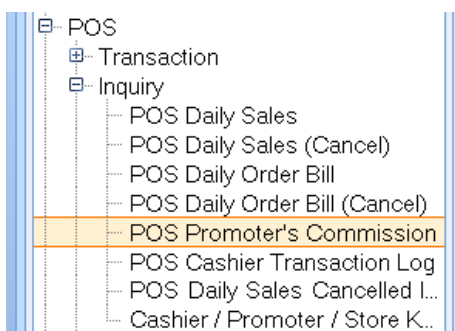
Price 1 2.00

Price 2 0.00

Price 3 0.00

Price 4 0.00

Price 5 0.00



2. Pick the date of the results that you wish to see.

FnB Promoter's Commission

POS Date From 29/06/2012 To 29/06/2012 Today

Summary Details

Expand All Export Results

POS Date	Cashier ID	Name	Amount
29/06/2012		TOTAL	0.00



3. The result will be shown as below:

The screenshot shows a window titled "FnB Promoter's Commission". At the top, there are date pickers for "POS Date From" (29/06/2012) and "To" (29/06/2012), a "Today" button, and "Inquiry" and "Close" buttons. Below this is a tabbed interface with "Summary" and "Details" tabs. Under the "Summary" tab, there are buttons for "Expand All", "Export Result", and "Print". Below these buttons is a table with the following columns: "POS Date", "Cashier ID", "Name", and "Commission Amount". The table has a single row with a plus sign in the first column, followed by "TOTAL" and "0.00".

4. If user wishes to export/backup the result, click on the Export Result button.

This image is a close-up of the "Export Result" button, which is highlighted with a red rectangular box. It is located between the "Expand All" and "Print" buttons in the "Summary" tab of the "FnB Promoter's Commission" window.

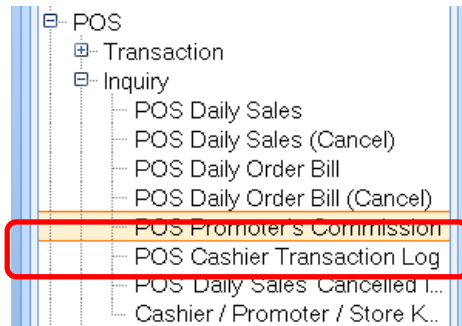
The screenshot shows the "Export Settings" dialog box. It contains the following options:

- ☐ Export to Excel...
- ☒ Export to CSV
- ☐ Export to HTML
- ☐ Export to PDF
- ☒ Export Hierarchy
- ☒ Export Visual Settings
- A dropdown menu currently set to "All Summaries".
- A "Run Export (Enter)" button.
- A "Close (Esc)" button.

## POS

### Inquiry (Daily Sales)

#### Cashier Transaction Log



1. Select the date from and to which user wish to display as a result as below:

FnB Cashier Transaction Log

POS Date From: 29/06/2012 To: 29/06/2012 Today

Cashier: 0001 Clear

Expand All Export Result Preview Print

Drag a column here to group by this column.

Trx Date	Trx Date Time	Cashier Code	Name	Action	PC Number
Equals: ▾	Equals: ▾	Contains: ▾	Contains: ▾	Contains: ▾	Contains: ▾

2. User can search also search the sales that key in by the specific "cashier".

POS Date From: 29/06/2012 To: 29/06/2012 Today

Cashier: 0001 Clear

3. Click  button to start search for the record.

4. Cashier transaction log can be export/backup.

Export Result Preview Print

Export to Excel...  
Export to CSV  
Export to HTML  
Export to PDF  
Export Hierarchy  
Export Visual Settings  
All Summaries  
Run Export (Enter)

## POS

### Inquiry (Daily Sales)

#### Daily Sales Net Profit

##### Inquiry

- FnB Daily Sales
- FnB Daily Sales (Cancel)
- FnB Daily Order Bill
- FnB Daily Order Bill (Cancel)
- FnB Daily Sales Net Profit**
- FnB Promoter's Commission

1. Select the date from and to which user wish to display as a result as below:

FnB Daily Sales Net Profit

Date From: 29/06/2012 To: 29/06/2012

Product Category:

Cashier:

June 2012

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Sale Summary Item Sale Detail Sa

Export Result Preview Print

2. User can search also search the sales that key in by the specific "cashier".

Date From: 25/06/2012 To: 25/06/2012

Product Category: Drinks

Cashier: 0001

Today

Clear

(Apply only on Item and Sale Detail Tab)

	Code	Name
↑	0001	user

3. Click on the  button to retrieve result for the daily net profit.

	Amount
Contains: ∇ Equals: ∇	
→ Total Cost	0.00
Total Sales Amount	0.00
Total Net Profit/Loss	0.00

4. Result can be printed out by clicking the **PREVIEW PRINT BUTTON**:

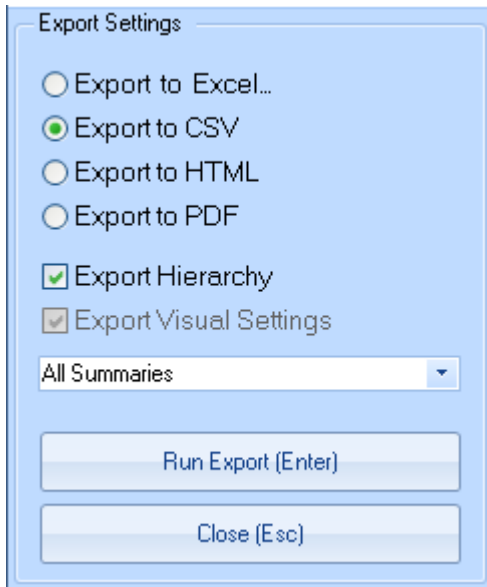
**Sale Summary**

Date From : 29-Jun-2012 To : 29-Jun-2012

Cashier :

PaymentMode	Amount
Total Cost	0.00
Total Sales Amount	0.00
Total Net Profit/Loss	0.00

5. Daily net profit can be exported/backup to the document files:



The image shows a dialog box titled "Export Settings" with a light blue background. It contains several options for exporting data:

- ☐ Export to Excel...
- ☒ Export to CSV
- ☐ Export to HTML
- ☐ Export to PDF
- ☒ Export Hierarchy
- ☒ Export Visual Settings

Below these options is a dropdown menu currently set to "All Summaries". At the bottom of the dialog are two buttons: "Run Export (Enter)" and "Close (Esc)".

## POS

### Inquiry (Daily Sales)

#### Open Drawer History

1. User able to track the record of Cash Drawer opening history. Thus, any user open the cash drawer will be recorded in the system.
2. Select and open the desired date in which user wish to view.

The screenshot shows the 'Open Drawer History' window with a date selection calendar for May 2012. The calendar is open, showing the days of the month. The date 30/05/2012 is selected. The window also includes a search bar, an export button, and a table with columns: Station No., Cashier ID, Approved Cashier ID, Approved Cashier Name, and Open Date. The table has filter options: Contains, Equals, and Contains.

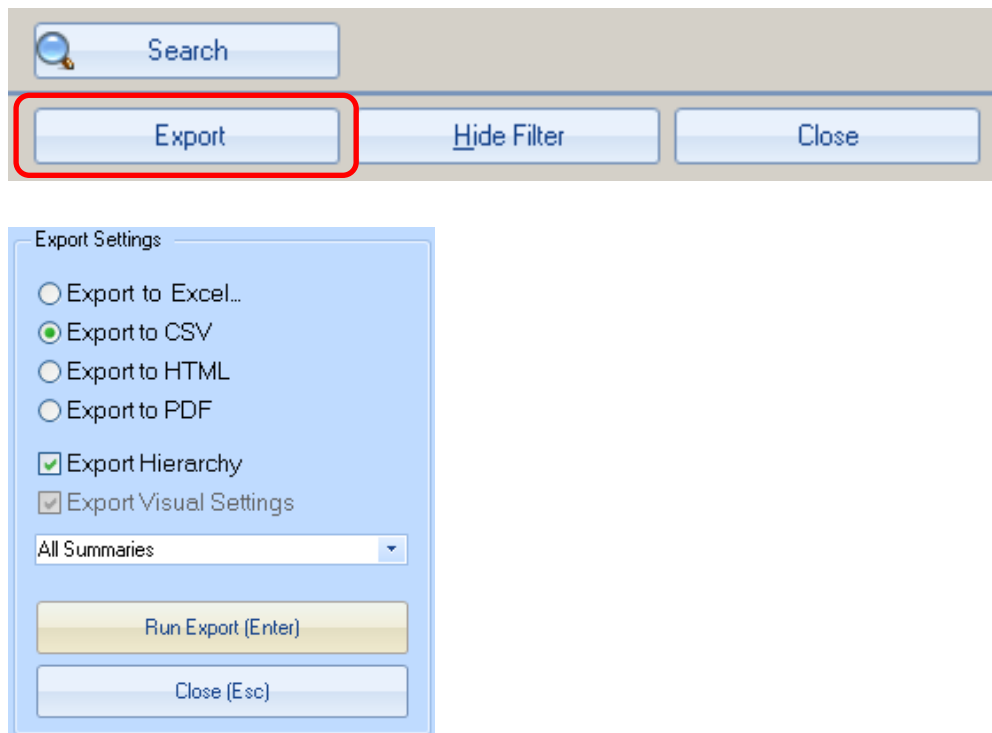
3. After selecting the date, press the search button to begin searching.

The screenshot shows the search and filter buttons in the 'Open Drawer History' window. The search button is highlighted, and the export, hide filter, and close buttons are also visible.

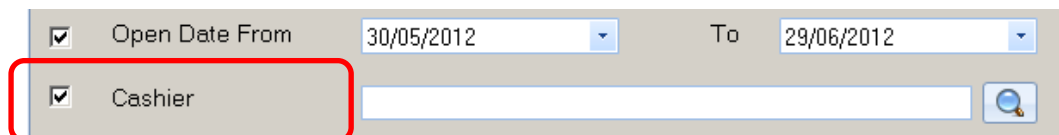
4. Result will be shown if user have history of open cash drawer.

The screenshot shows the search results table in the 'Open Drawer History' window. The table has columns: Station No., Cashier ID, Cashier Name, Bill No., Approved Cashier ID, Approved Cashier Name, and Open Date. The table has filter options: Contains, Equals, and Contains. The table is highlighted with a red border.

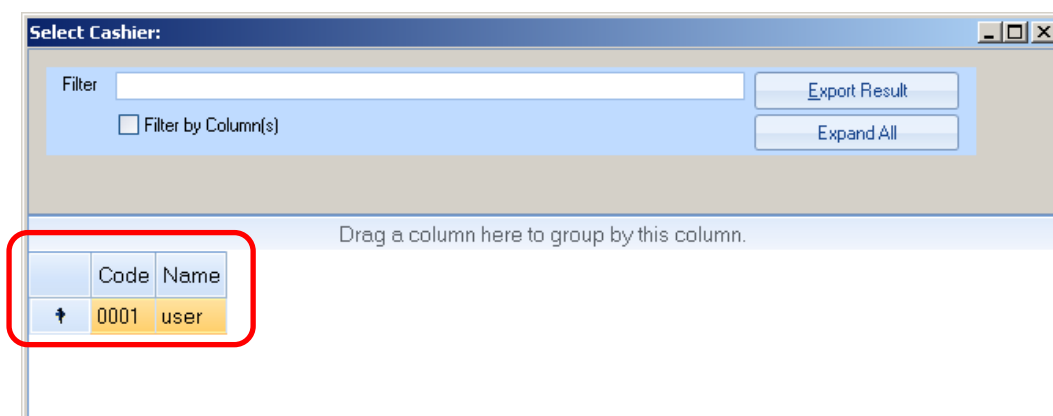
5. If user wishes to export/backup the result, click on the Export button.



\*\*user can search by more specific with cashier options:



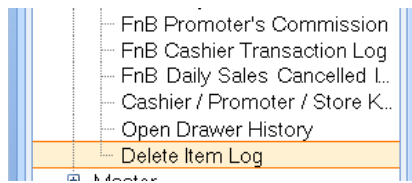
Tick the Cashier checkbox and then click on the search button to browse to search by cashier.



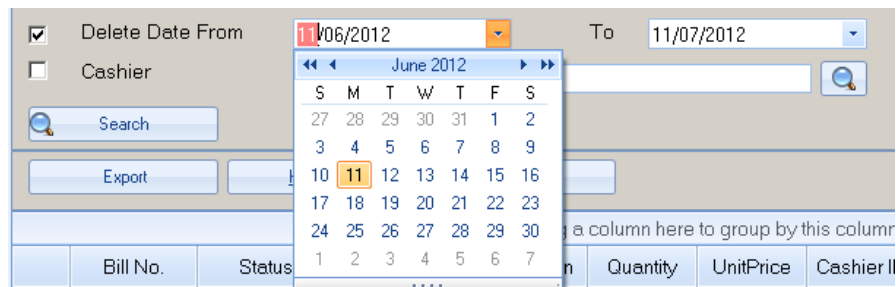
## POS

### Inquiry (Daily Sales)

#### Deleted Item Log (view previous deleted item record)



1. User able to track the record of previously deleted item record.
2. Choose from the date and cashier to start search for the deleted item record.



3. Click search button to start search for the record.



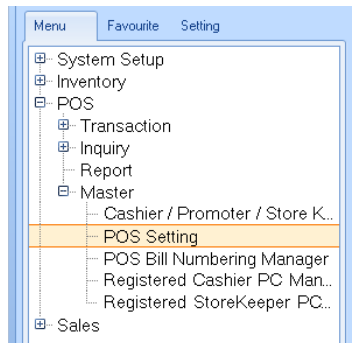
4. The search result

Drag a column here to group by this column.										
	Bill No.	Status	Item Code	Description	Quantity	UnitPrice	Cashier ID	Cashier Name	Approved Cashier ID	Approved Cashie
	Contains: ▾	Contains: ▾	Contains: ▾	Contains: ▾	Equals: ▾	Equals: ▾	Equals: ▾	Contains: ▾	Equals: ▾	Contains: ▾
↑	P1-0002	NEW ORDER	I0007	Teh Ice	1	0 30	user	30		user
2	P1-0003	NEW ORDER	I0007	Teh Ice	1	0 30	user	30		user
3	P1-0003	NEW ORDER	I0003	Milo Ice	1	2.2 30	user	30		user
4	P1-0003	NEW ORDER	I0007	Teh Ice	1	0 30	user	30		user

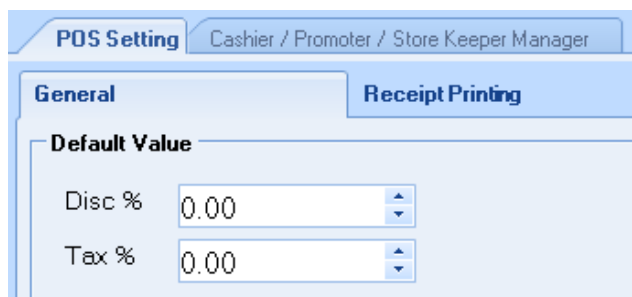
## POS

### Master

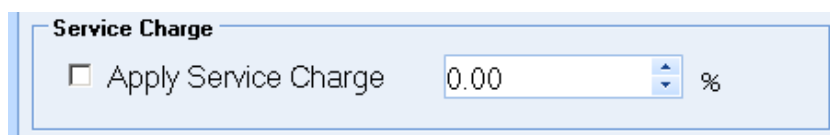
#### POS Setting (Discount, tax, Service charge & etc.)



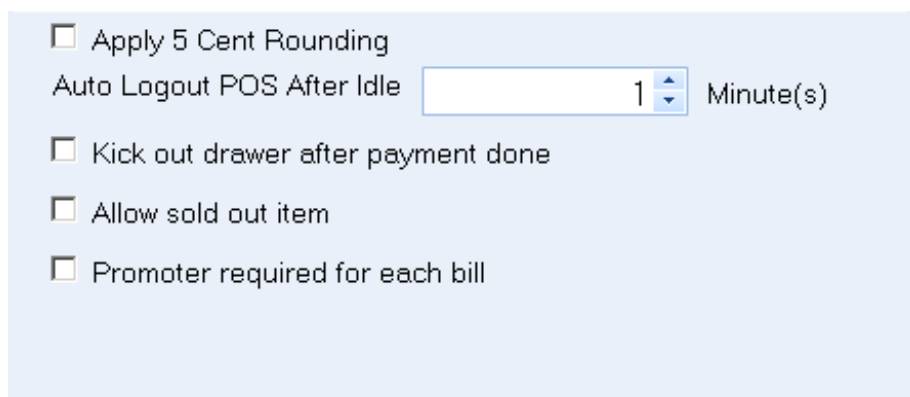
5. At GENERAL TAB, user can set the default value of the Discount % and Tax % for their bill.



6. Service charges can be applied if users tick the checkbox.  
\*uncheck to disable it.



7. Other setting: tick/un tick to able or disable the functions.





8. Margin Settings for Receipt size report (the printed section).

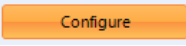
**Margin Setting for ONE ERP Receipt Size Report**

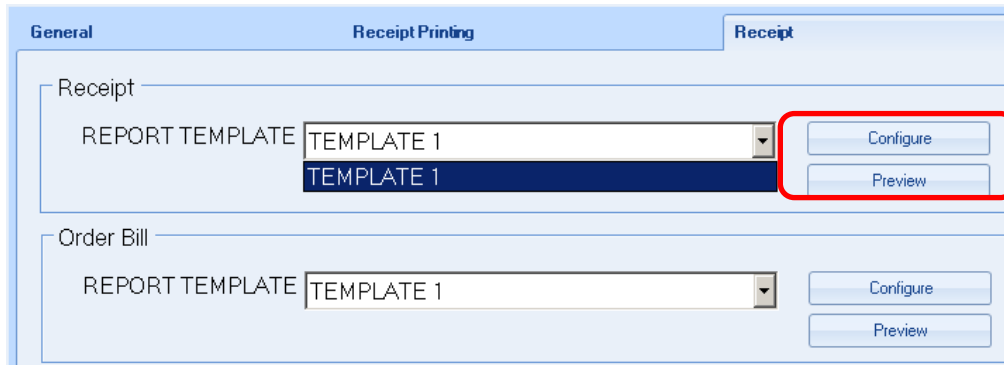
Left	<input type="text" value="2"/>	mm
Right	<input type="text" value="0"/>	mm
Top	<input type="text" value="0"/>	mm
Bottom	<input type="text" value="0"/>	mm

# POS

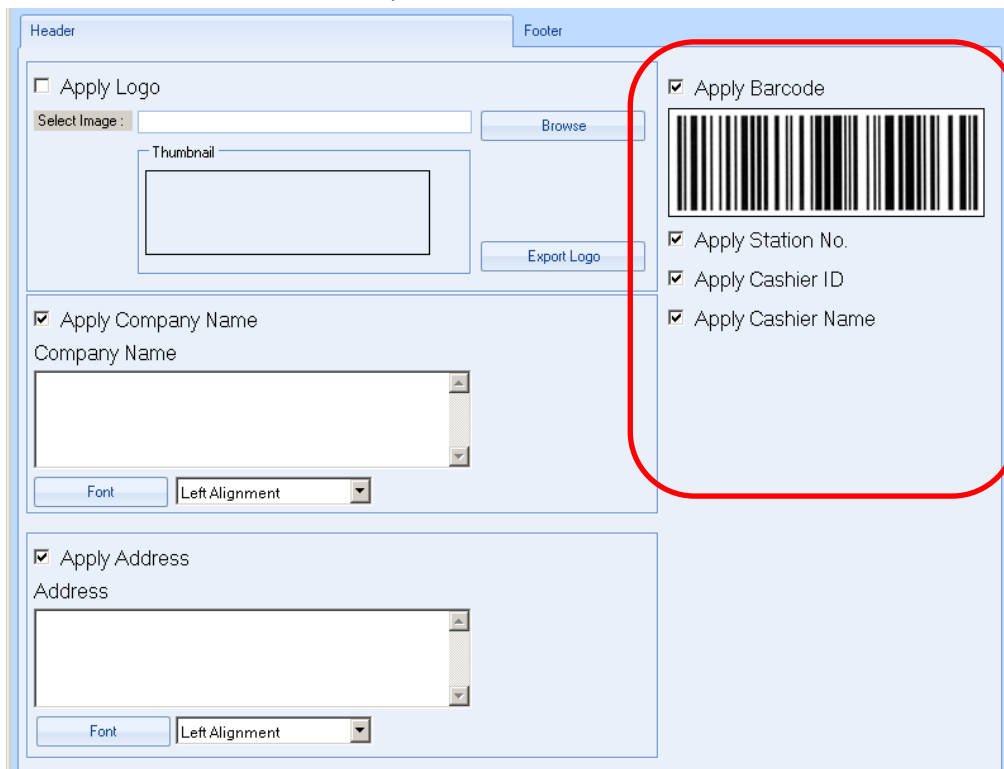
## Master

### POS Setting (Receipt Section)

1. Click on the RECEIPT tab button and it will show a drop down list from report template. Choose template 1 and click on configure button,  or you can view the report/receipt outlook by clicking on the preview button.

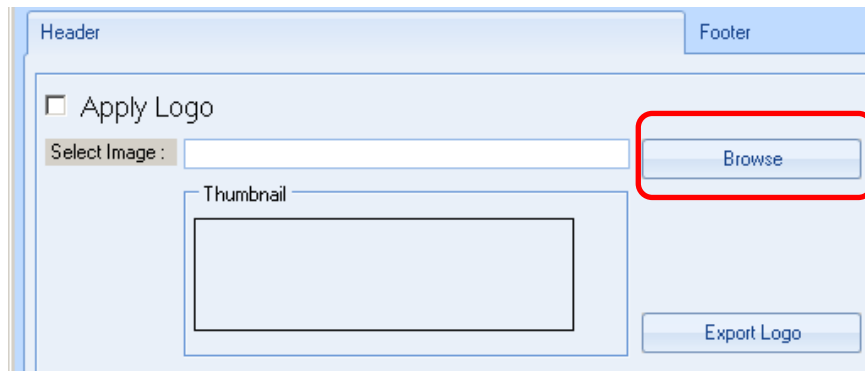


2. Overview of the customize receipt:

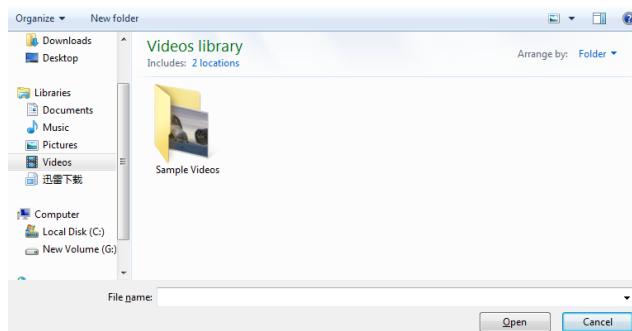


3. For allow barcode, tick the option at the right side of the form. Additional item that can be added into the receipt apply station no, apply cashier ID, Cashier name, table no, and apply pax. Setting can be custom by following the user needs.

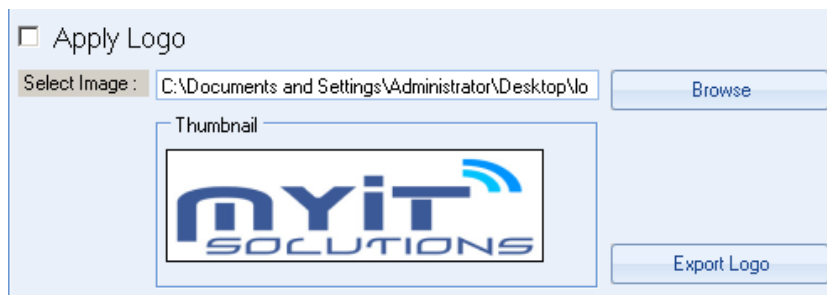
#### 4. Apply logo:



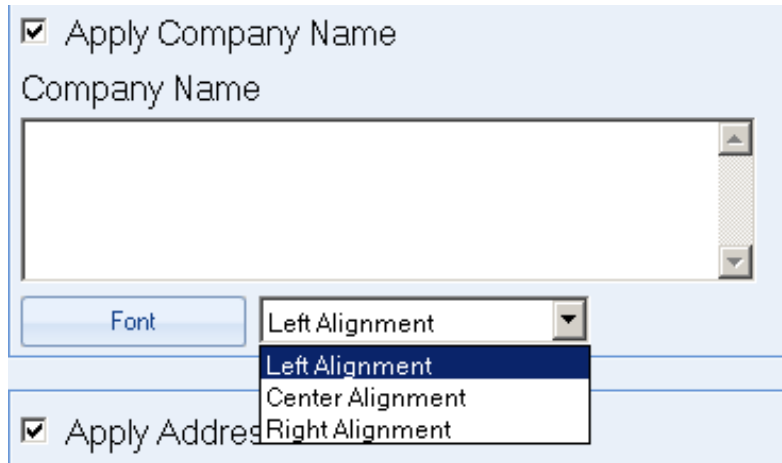
- If user wish to add a logo into their report/receipt, tick on the “apply logo” and click on the “browse” button.
- Browse and select your desired image and click ok.



- After select the logo image, the result will show as below.

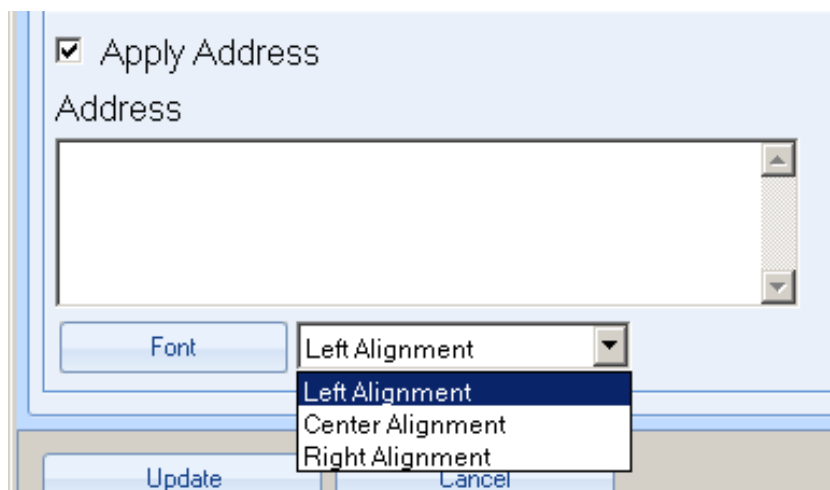


5. Apply Company Name:



- Key in your company name
- FONT: choose your type font
- ALIGNMENT: change the company name alignment to left, right or center.

6. Apply Address:

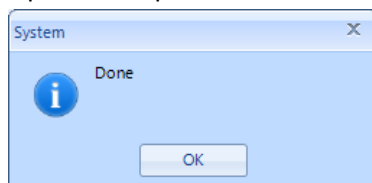


- Key in your address or information on the text field.
- FONT: choose your type font
- ALIGNMENT: change the company name alignment to left, right or center.

7. After complete customization, click on the “UPDATE” button to save.

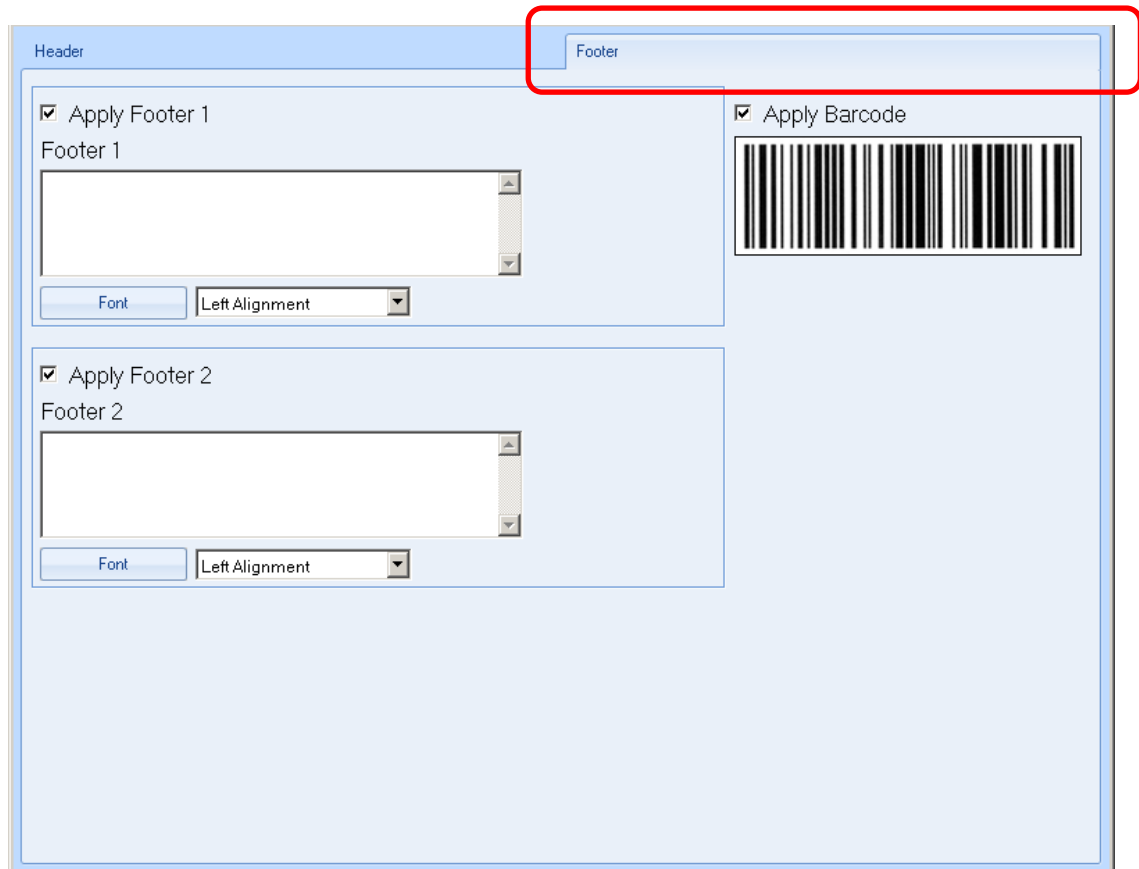


8. Update complete:



## FOOTER SECTION

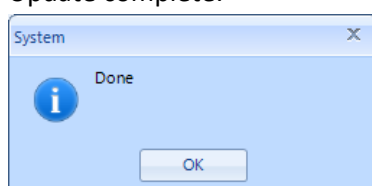
1. Click on the footer tab above it will show the Bottom part of the receipt for customization:



2. Apply Footer 1
  - Key in your desired text.
  - FONT: choose your type font.
  - ALIGNMENT: change the alignment to left, right or center.
3. Apply Footer 2
  - Key in your desired text.
  - FONT: choose your type font.
  - ALIGNMENT: change the alignment to left, right or center.
4. After complete customization, click on the “UPDATE” button to save.



5. Update complete:



## PREVIEW RECEIPT

1. After configuration done, User can click preview button to preview the receipt.

Receipt

REPORT TEMPLATE

2. Print results:

MY ITSOLUTION  
Jalan Harmonium, Taman Desa, 50000  
Template-01

Bill No : Template-01  
DATE : 6/27/2012 5:31:19 PM  
STATION NO : 1  
CASHIER CODE : Cashier 01  
CASHIER NAME : Cashier 01

TABLE	:	
PAX	:	

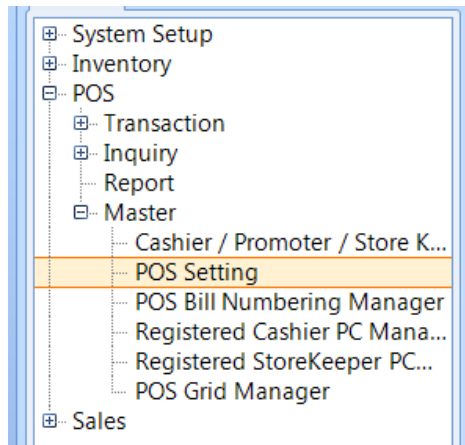
No	Item	Qty	Price	Amount
1	Template 01			
	Template-01	1x	10.00	10.00

SUB-TOTAL :	10.00
DISC 5% :	0.50
GST 6% :	0.60
SERVICE CHARGE 5% :	0.50
ROUNDING :	0.00
GRAND TOTAL :	10.60
CASH :	10.60
MASTER :	0.00
VISA :	0.00
CHEQUE :	0.00
AMEX :	0.00
NETS :	0.00
DEPOSIT :	
CHANGE :	0.00

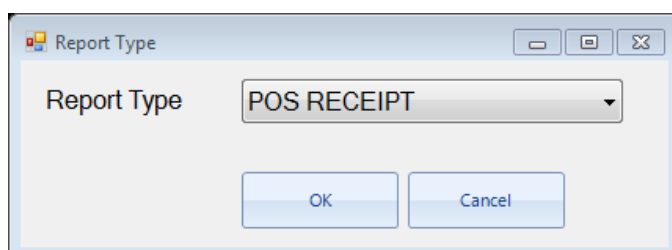
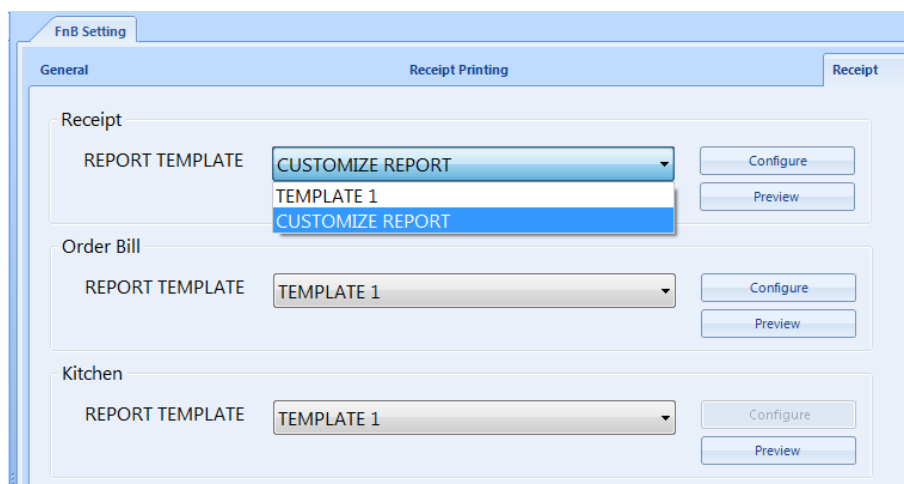
## POS

### Master

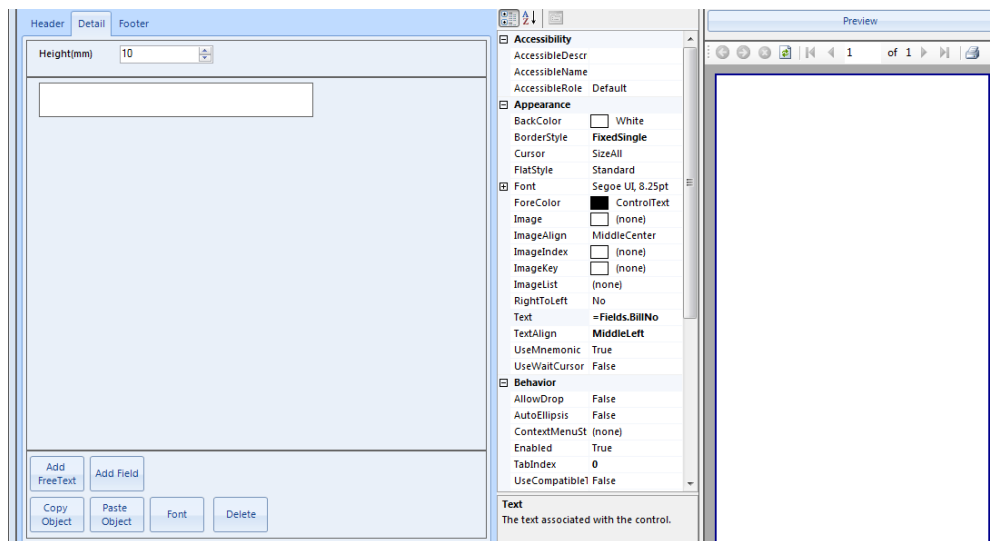
#### POS Setting (Customize Report)



1. Select the customization report from the drop down list.



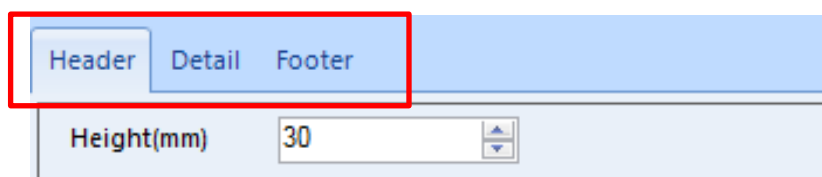
2. A setting screen will appear. List of item for user to customize the report follow by their needs.



3. There are many options for user to customize their report. Text field, logo image, or even fonts available.



4. Customization divided into 3 parts, Header. Details and Footer.





- At the empty space, user can adjust the height and add fields into the details by clicking the button below.

The screenshot shows a software interface with three tabs: 'Header', 'Detail', and 'Footer'. The 'Detail' tab is selected. Below the tabs, there is a 'Height(mm)' label and a text input field containing the number '30'. Below this is a large empty rectangular box. At the bottom, there is a toolbar with several buttons: 'Add FreeText', 'Add Field' (which is highlighted with a red rectangle), 'Copy Object', 'Paste Object', 'Font', and 'Delete'.

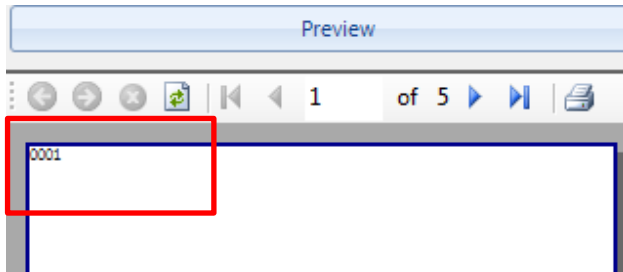
- Click on the add field button, a list of field will appear for the header.

column_name	data_type
Contains:	Contains:
Code	nvarchar
Name	nvarchar
BillNo	nvarchar
SubTotal	float
Discount	float
DiscountValue	float
Tax	float
TaxValue	float
GrandTotal	float
Total5CentRounding	float

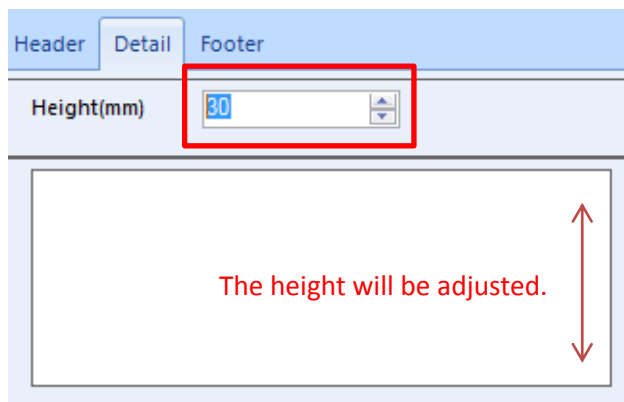
- When select and add a field into the details. It will show a part for user that added into the field.

The screenshot shows a small rectangular box within a larger frame. Inside the box, the text '=Fields.Code' is displayed. There are small square handles at the corners and midpoints of the box, indicating it is a resizable or movable object.

8. User can move the “added field” to any part of the preview section. However the preview only will be displayed only if the field is within the receipt range.
9. Preview the added field:



10. In details user can set the height of the receipt as below:

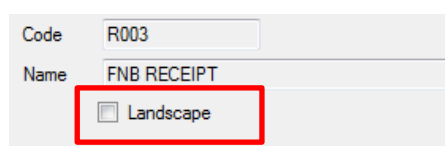


### Size of the report/receipt

11. The full size of the receipt can be set via the master section of the top of the screen.



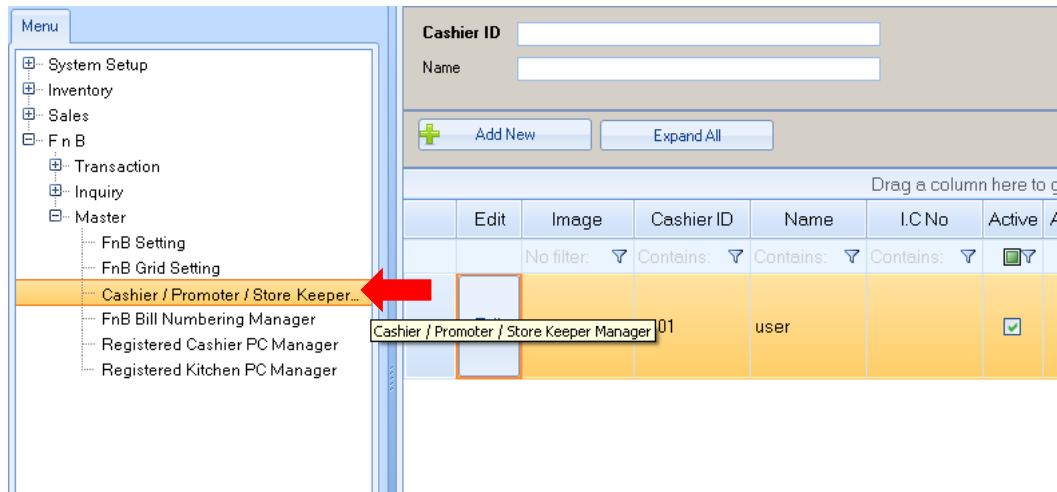
12. User can go on Landscape mode for the report customization by checking the checkbox below:



# POS

## Master

### Create New User (Cashier/Promoter/Store Keeper)



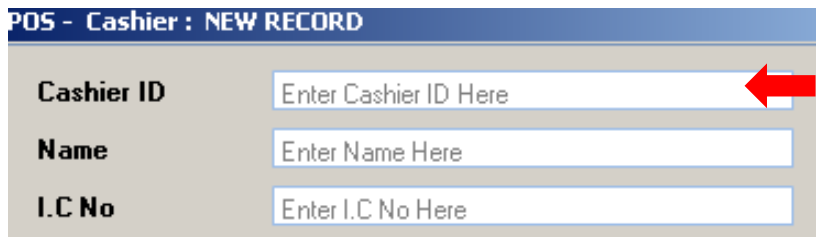
1. To start adding a new staff as user (cashier, promoter, store keeper & etc.), click on the Add New button.



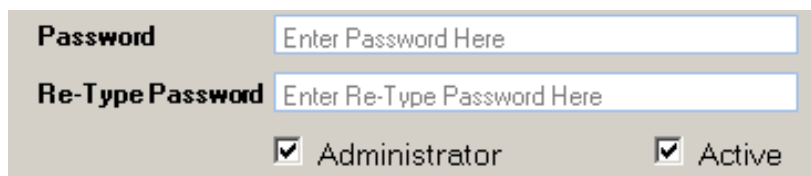
2. After click on the add button, user will see a form as below:

The screenshot shows the 'POS - Cashier : NEW RECORD' form. It has a title bar with the text 'POS - Cashier : NEW RECORD'. The form contains several input fields: 'Cashier ID' (with placeholder 'Enter Cashier ID Here'), 'Name' (with placeholder 'Enter Name Here'), 'I.C No' (with placeholder 'Enter I.C No Here'), 'Password' (with placeholder 'Enter Password Here'), and 'Re-Type Password' (with placeholder 'Enter Re-Type Password Here'). There are two checkboxes: 'Administrator' and 'Active', both of which are checked. To the right of the input fields is a 'Thumbnail' section with a placeholder image and the text '80 x 80'. Below the input fields is a 'General' tab with two sections: 'Role' and 'Special Control'. The 'Role' section has three checkboxes: 'Cashier', 'Promoter', and 'Store Keeper', all of which are checked. The 'Special Control' section has three checkboxes: 'Allow Search Bill', 'Allow Payment', and 'Allow Order Bill', all of which are checked.

3. Enter the details of the New User (new staff).



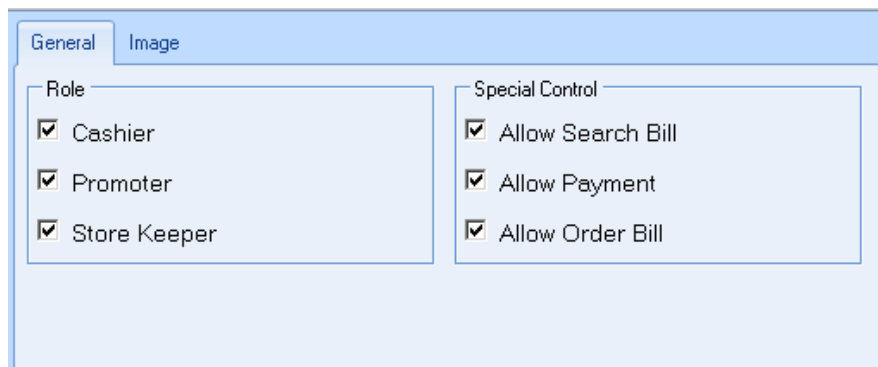
4. Create a password for this user.



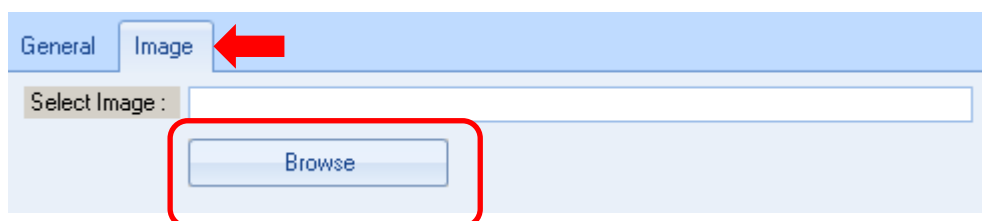
\*Tick Administrator for this user to have more rights to view files & records.

\*Tick Active to enable or disable this user.

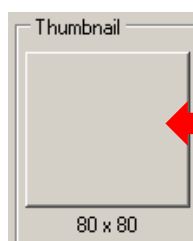
5. Select the role for this user:



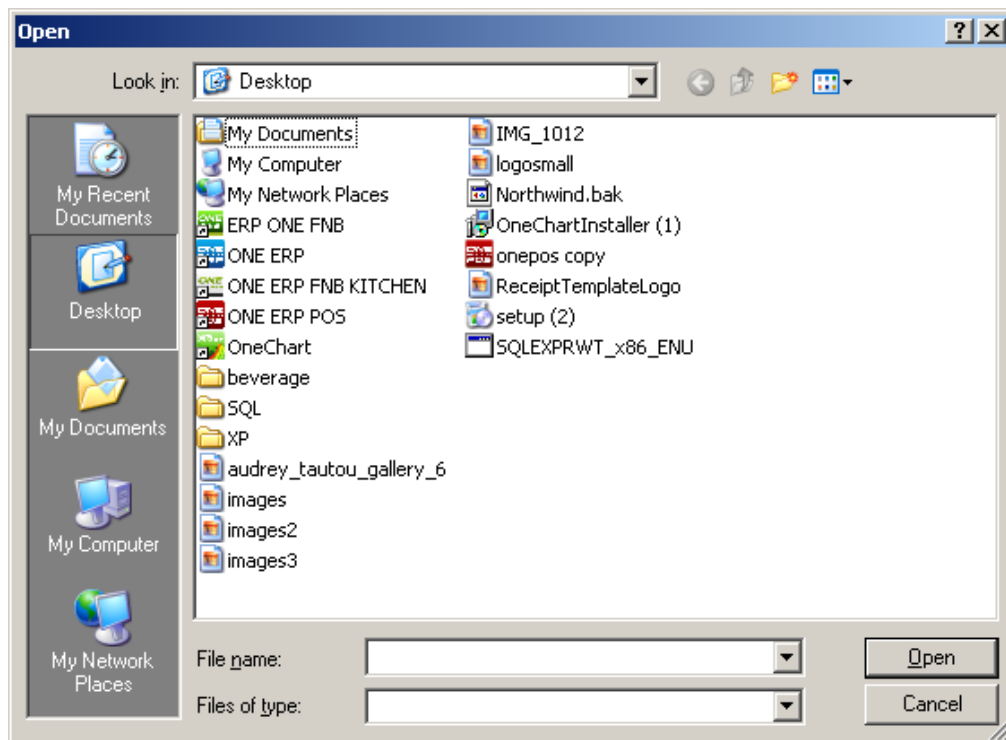
6. Add a profile picture for this user.  
Click on the Image TAB and click browse to add a picture.



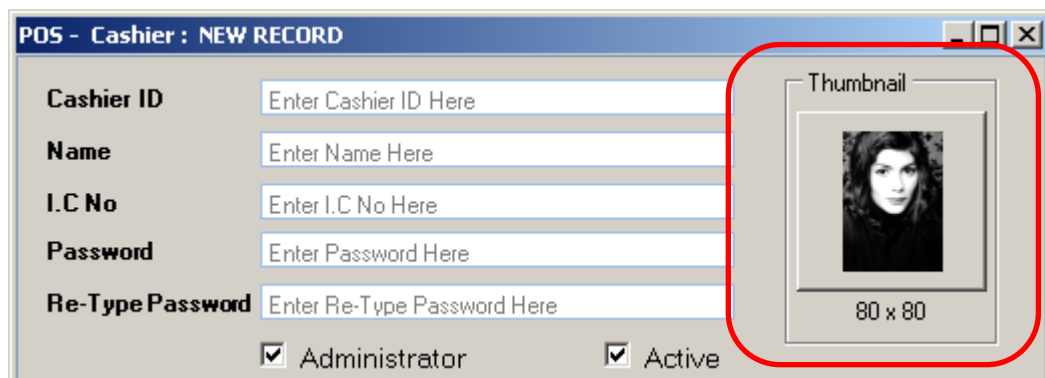
Or Click on the thumbnail.



7. Browse your picture from your PC directory and click the image.  
\*80 x 80 for best picture scales.



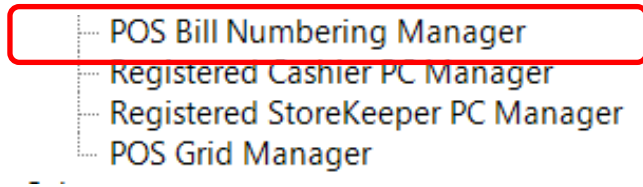
8. The picture thumbnail will be shown as soon as users select their pic.



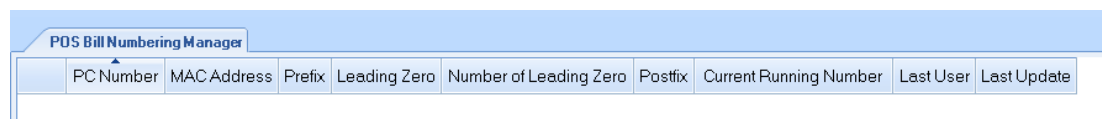
## POS

### Master

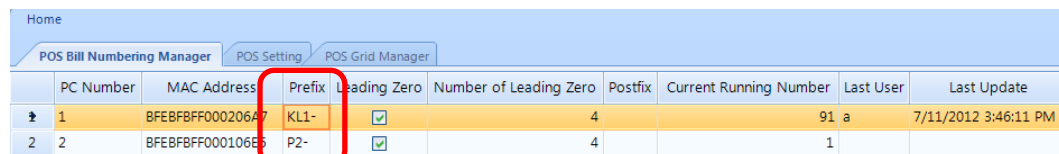
#### POS Bill Numbering Manager



1. User able to customize the bill prefixes details.



2. Customize the prefix in the bill by selecting the column as below:



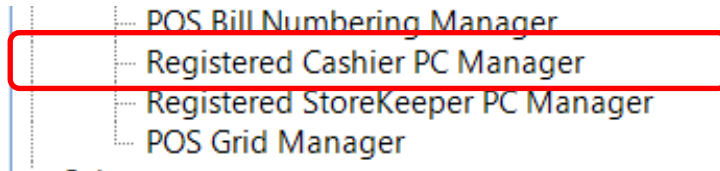
3. This shows that the bill will be shown as KL1 (E.g. the bill will show that bill is generated by the KL1 branch)

ddress	Prefix	Leading Zero
00206A7	KL1-	<input checked="" type="checkbox"/>
00106E5	P2-	<input checked="" type="checkbox"/>

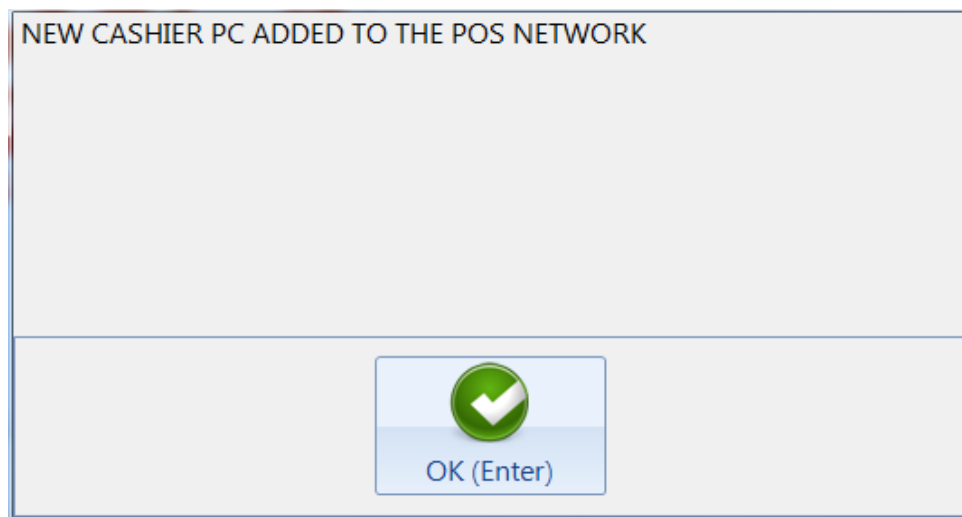
## POS

### Master

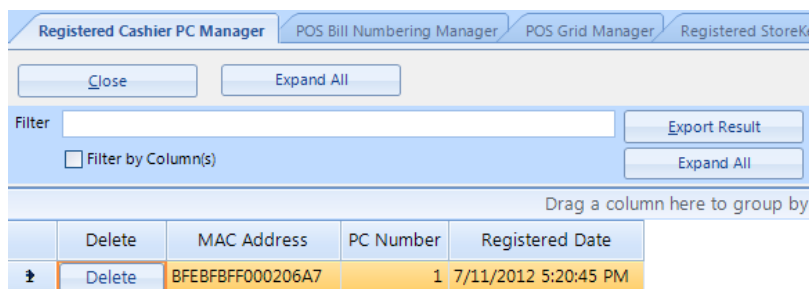
#### Registered Cashier PC Manager



1. User able to trace the details and view the registered cashier on the POS SYSTEM (this is to track record of which pc have access to the system)
2. For the first time login user will see the a message box that prompted as below:



3. User able to view the record like MAC Address, PC Number, & the registered date.

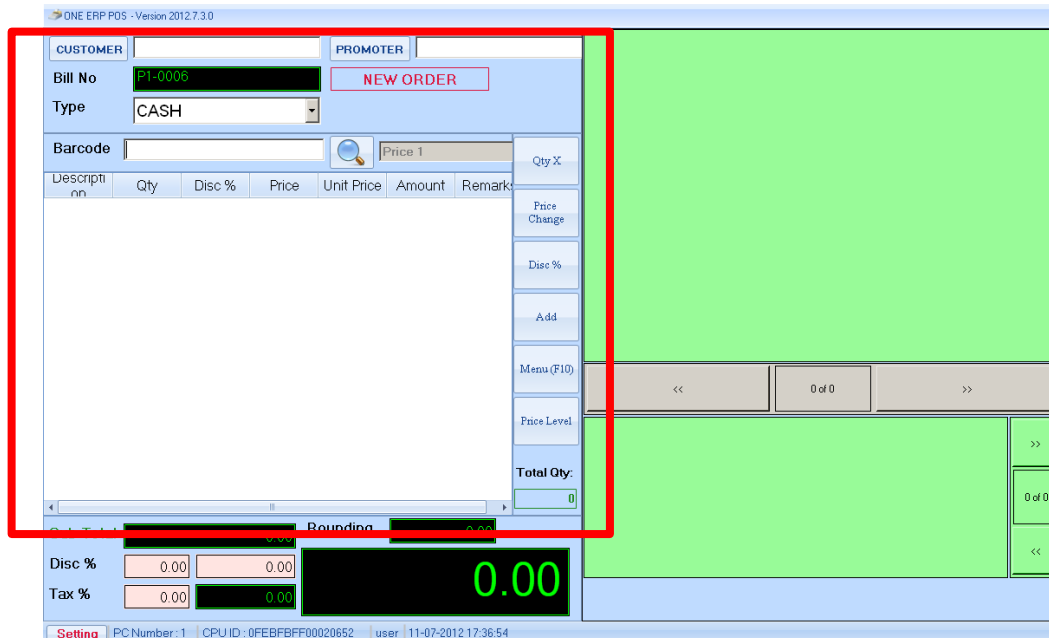


\*To delete record user can click on the Delete button.

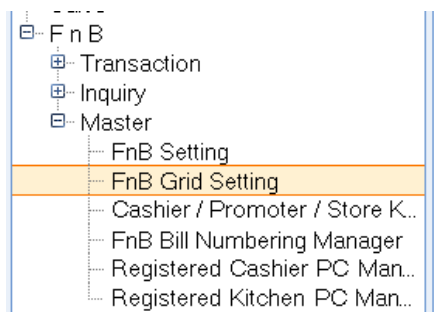
# POS

## Master

### POS Grid Settings



1. Users are able to customize the grid size and settings in the POS menu.



2. User will see a screen for adjusting the font size and grid height above, it is a default adjustment for the screen (e.g. for enhance better view in different monitors resolutions)





- A more advance customize setting is name, column, description, size, font, icons, format, and grid height can be adjusted using these settings.

Drag a column here to group by this column.							
Seq	Column Name	Description	Visible	Min. Width	Max. Width	Apply Format	Format
1	LineNumber	No	<input checked="" type="checkbox"/>	80	150	<input type="checkbox"/>	
2	BarCode	BarCode	<input type="checkbox"/>	80	150	<input type="checkbox"/>	
3	ItemNo	Item No	<input type="checkbox"/>	80	150	<input type="checkbox"/>	
4	Description	Description	<input checked="" type="checkbox"/>	80	150	<input type="checkbox"/>	
5	Qty	Qty	<input checked="" type="checkbox"/>	80	150	<input checked="" type="checkbox"/>	{0:N0}
6	OriginalUnitPrice	Price	<input type="checkbox"/>	80	150	<input checked="" type="checkbox"/>	{0:N2}
7	DiscPercent	Disc %	<input type="checkbox"/>	80	150	<input checked="" type="checkbox"/>	{0:N2}
8	DiscValue	Disc Amount	<input type="checkbox"/>	80	150	<input checked="" type="checkbox"/>	{0:N2}
9	UnitPrice	Unit Price	<input checked="" type="checkbox"/>	80	150	<input checked="" type="checkbox"/>	{0:N2}
10	Total	Amount	<input checked="" type="checkbox"/>	80	150	<input checked="" type="checkbox"/>	{0:N2}
11	Remarks	Remarks	<input checked="" type="checkbox"/>	80	150	<input type="checkbox"/>	
12	Commission	Commission	<input type="checkbox"/>	80	150	<input type="checkbox"/>	
13	bKitchenDone	Done	<input checked="" type="checkbox"/>	80	150	<input type="checkbox"/>	
14	KitchenLastUpdate	Kitchen Last Update	<input checked="" type="checkbox"/>	80	150	<input checked="" type="checkbox"/>	{0:dd-MM-yyyy HH:mm}
15	Condiment	Condiment	<input checked="" type="checkbox"/>	80	150	<input type="checkbox"/>	

- User can easily change the settings by clicking the field to customize.

Seq	Column Name	Description	Visible	Min. Width	Max. Width	Apply Format	Format
1	LineNumber	No	<input checked="" type="checkbox"/>	80	150	<input type="checkbox"/>	
2	BarCode	BarCode	<input type="checkbox"/>	80	150	<input type="checkbox"/>	
3	ItemNo	Item No	<input type="checkbox"/>	80	150	<input type="checkbox"/>	
4	Description	Description	<input checked="" type="checkbox"/>	80	150	<input type="checkbox"/>	

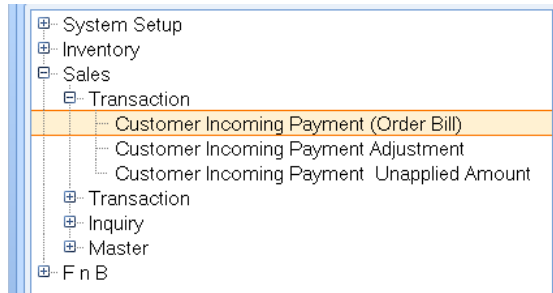
Visible	Min. Width	Max. Width	Apply Format	Format
<input checked="" type="checkbox"/>	80	150	<input type="checkbox"/>	
<input type="checkbox"/>	80	150	<input type="checkbox"/>	
<input type="checkbox"/>	80	150	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	80	150	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	80	150	<input checked="" type="checkbox"/>	{0:N0}
<input type="checkbox"/>	80	150	<input checked="" type="checkbox"/>	{0:N2}



## SALES

### Transaction

#### Customer Incoming Payment (Order Bill)



1. For existing customer (POS/F&B POS) that have payment in terms, user can use this section to keep track of the payment.

The screenshot shows the 'Customer Incoming Payment (Order Bill)' search form. It has three tabs: 'Customer Incoming Payment Unapplied Amount', 'Customer Incoming Payment Adjustment', and 'Customer Incoming Payment (Order Bill)'. The 'Customer Incoming Payment (Order Bill)' tab is selected. The form contains the following fields:

- ☒ Bill Date From: 10/06/2012 To: 10/07/2012
- ☐ Due Date From: 10/06/2012 To: 10/07/2012
- ☐ Customer: [Searchable text field]
- [Search button]

2. Search the item by using the date or using the function "DUE DATE" for filtering the search.

The screenshot shows the search results table. The table has columns: #, Customer Code, Last Name, First Name, Company Name, Bill No., Bill Date, Payment Term, Due In Days, Due Date, and Outstanding. The table is grouped by 'Customer Code'. The first group is 'Customer Code: C0001'. The first row in this group is highlighted with a red box and contains the following data:

#	Customer Code	Last Name	First Name	Company Name	Bill No.	Bill Date	Payment Term	Due In Days	Due Date	Outstanding
1	C0001	I	Jeff		P1-0005	10/07/2012	CASH	0	10/07/2012	1.00

3. The result will show a button called "PAYMENT" in front of the list.
4. A payment window will appear for further action. User can view the user details and make payment.

The screenshot shows the 'Sale Credit Payment: NEW RECORD' window. It has a 'File' menu and the following fields:

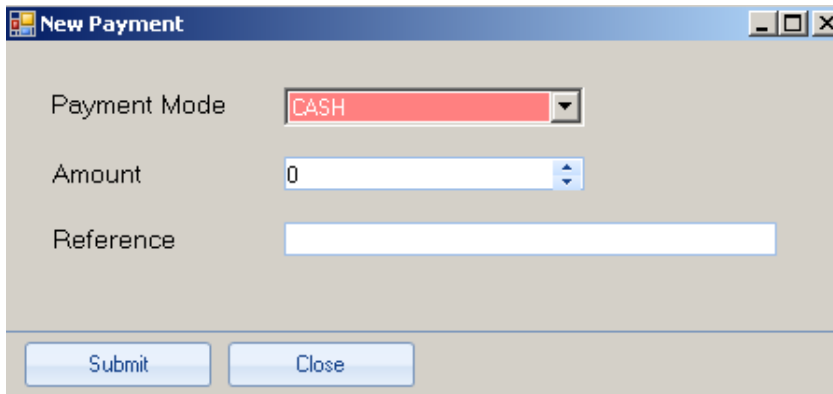
- Payment No: P-0003
- Customer Code: C0001
- First Name: Jeff
- Company Name: [Text field]
- Description: [Text field]
- Posting Date: 10/07/2012
- Last Name: [Text field]

5. User can start make payment for this current user by clicking the new button.



A horizontal row of three buttons: 'New', 'Edit', and 'Delete'.

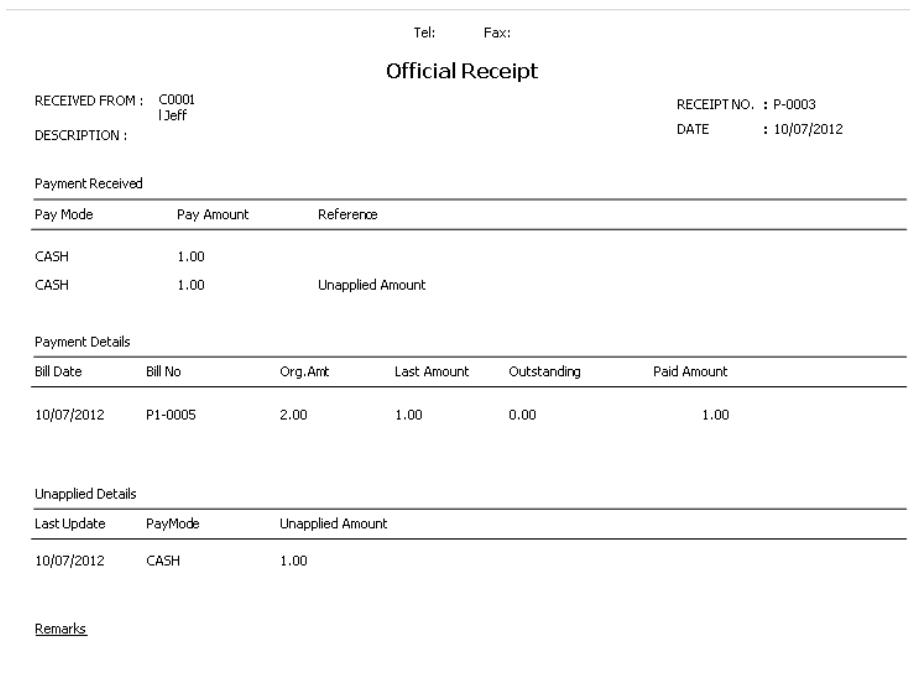
6. A payment screen will appear for user to choose payment mode, and put the amount to payment.



A 'New Payment' dialog box with the following fields and buttons:

- Payment Mode:** A dropdown menu with 'CASH' selected.
- Amount:** A text input field containing '0'.
- Reference:** An empty text input field.
- Buttons:** 'Submit' and 'Close' at the bottom.

7. A receipt will generate automatically once customer made a payment.



An 'Official Receipt' form with the following sections:

- Header:** Tel: Fax:
- RECEIVED FROM:** C0001 IJeff
- DESCRIPTION:**
- RECEIPT NO.:** P-0003
- DATE:** 10/07/2012
- Payment Received:**

Pay Mode	Pay Amount	Reference
CASH	1.00	
CASH	1.00	Unapplied Amount
- Payment Details:**

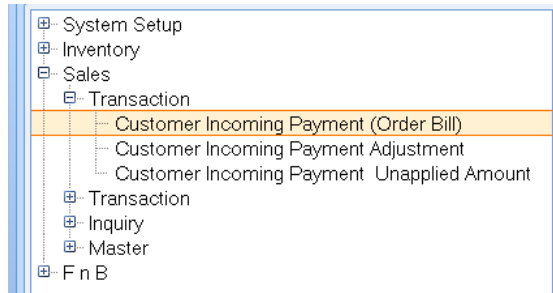
Bill Date	Bill No	Org. Amt	Last Amount	Outstanding	Paid Amount
10/07/2012	P1-0005	2.00	1.00	0.00	1.00
- Unapplied Details:**

Last Update	PayMode	Unapplied Amount
10/07/2012	CASH	1.00
- Remarks:**

## SALES

### Transaction

#### Customer Incoming Payment Adjustment

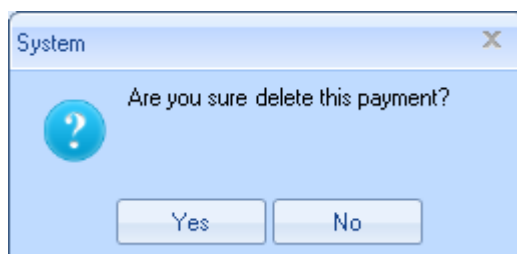


1. This section is to adjust any incoming payment in order bills. Where user can adjust or modify any wrong bills and transaction.

The screenshot shows the 'Customer Incoming Payment Adjustment' window. It has tabs for 'Customer Incoming Payment Unapplied Amount' and 'Customer Incoming Payment Adjustment'. The 'Adjustment' tab is active. It contains filter fields for 'Bill Date From', 'Due Date From', 'Payment Date From', and 'Customer'. Below the filters are buttons for 'Search', 'Export', 'Hide Filter', 'Expand All', and 'Close'. A 'Group by' dropdown is set to 'Customer Code'. Below this is a table with columns: #, Customer Code, Last Name, First Name, Company Name, Bill No., Bill Date, Payment Term, Due In Days, and Due Date. The table contains two rows of data for Customer Code C0001. The 'Delete' button next to the first row is highlighted with a red box.

#	Customer Code	Last Name	First Name	Company Name	Bill No.	Bill Date	Payment Term	Due In Days	Due Date
1	C0001	I	Jeff		P1-0005	10/07/2012	CASH	0	10/07/2012
2	C0001	I	Jeff		P1-0005	10/07/2012	CASH	0	10/07/2012

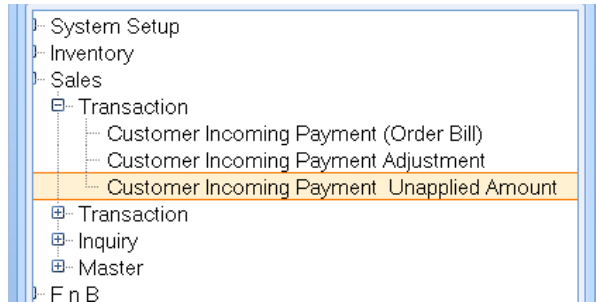
2. Click on the delete button



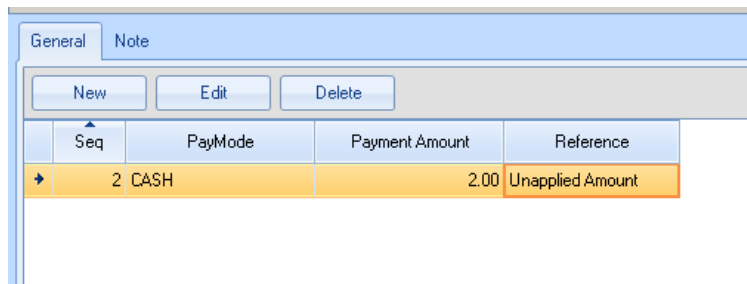
## SALES

### Transaction

#### Customer Incoming Payment Unapplied Amount



1. Unapplied amount is the amount that left by customer, e.g. like how if the user paid an item for \$200 and the terms is 150, so the unapplied amount will be 50 on list.



2. User can use this section to contra the unapplied amount.
3. A receipt will generate automatically.

Official Receipt

RECEIVED FROM : C0001  
Jeff

RECEIPT NO. : P-0004

DESCRIPTION :

DATE : 10/07/2012

Payment Received

Pay Mode	Pay Amount	Reference
CASH	2.00	Unapplied Amount
CASH	2.00	

Payment Details

Bill Date	Bill No	Org.Amt	Last Amount	Outstanding	Paid Amount
10/07/2012	P1-0005	2.00	1.00	0.00	1.00

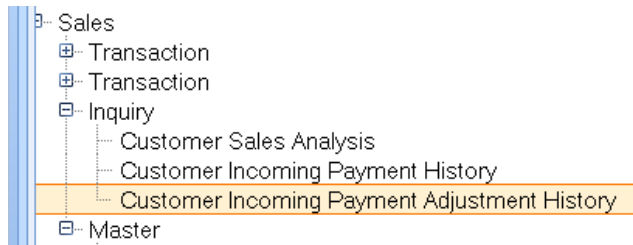
Unapplied Details

Last Update	PayMode	Unapplied Amount
10/07/2012	CASH	3.00

## SALES

### Inquiry

#### Customer Sales Analysis

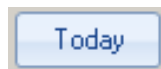


1. User can check the customer sales report in this section.
2. All result can be track by filtering or key in the customer details on the search bar.

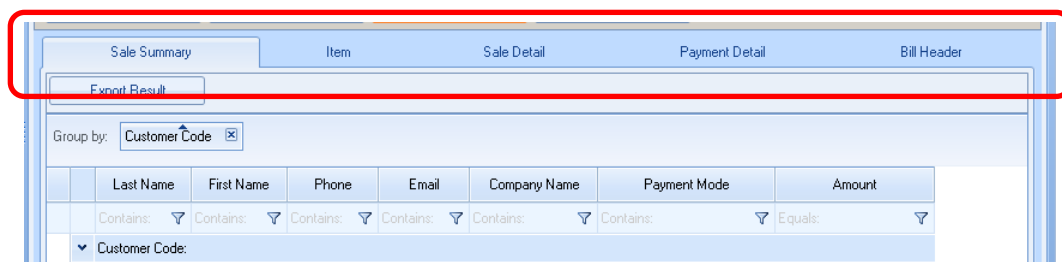
The screenshot shows a search form for 'Customer Sales Analysis'. It includes the following fields and controls:

- Tabbed interface with 'Customer Incoming Payment Adjustment History', 'Customer Incoming Payment History', and 'Customer Sales Analysis' (selected).
- Date From: 10/07/2012, To: 10/07/2012, and a 'Today' button.
- Customer Code: [Text Field] with a search icon and a 'Clear' button.
- First Name: [Text Field]
- Last Name: [Text Field]
- Phone: [Text Field]
- Email: [Text Field]
- Company Name: [Text Field]
- Remarks: [Text Field]

3. User can track today record by just click the TODAY button.



4. There are a few tabs for different report.



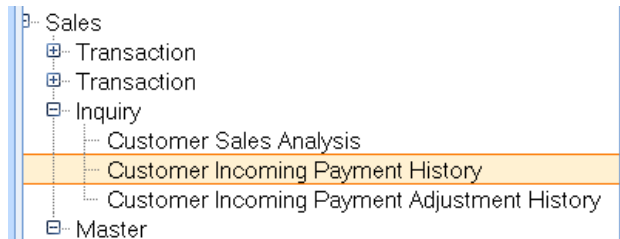
5. The search results:

Last Name	First Name	Phone	Email	Company Name	Payment Mode	Amount
Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Equals: ▼
Customer Code:						
Customer Code: C0001						
I	Jeff				CASH	2.00
I	Jeff				TOTAL	2.00
I	Jeff				DISCOUNT	0.00
I	Jeff				TAX	0.00
I	Jeff				SERVICE CHARGE	0.00

## SALES

### Inquiry

#### Customer Incoming Payment History



1. User can check the customer payment history in this section.

A screenshot of a search form titled 'Customer Incoming Payment History'. It has three tabs: 'Customer Incoming Payment Adjustment History', 'Customer Incoming Payment History' (selected), and 'Customer Sales Analysis'. The form contains several input fields with checkboxes: 'Bill Date From' (10/06/2012) to 'To' (10/07/2012), 'Due Date From' (10/06/2012) to 'To' (10/07/2012), 'Payment Date From' (10/06/2012) to 'To' (10/07/2012), 'Doc No.' (empty), and 'Customer' (empty). There are search icons next to the 'Doc No.' and 'Customer' fields, and a 'Search' button at the bottom left.

2. Incoming Payment history result will be show based on your selection.

#	#	Customer Code	Last Name	First Name	Company Name	Doc No	Payment Date	Payment Mode
		Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Equals: ▼	Contains: ▼
Customer Code: C0001								
<a href="#">Print</a>	<a href="#">Delete</a>	C0001	I	Jeff		P-0003	10/07/2012	CASH
<a href="#">Print</a>	<a href="#">Delete</a>	C0001	I	Jeff		P-0004	10/07/2012	CASH

3. User can print the result by click the Print button in front of the record.

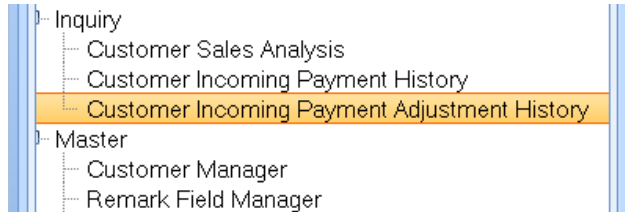
A screenshot of an 'Official Receipt' form. It includes fields for 'Tel:', 'Fax:', 'RECEIVED FROM: C0001', 'DESCRIPTION: I Jeff', 'RECEIPT NO.: P-0003', and 'DATE: 10/07/2012'. The 'Payment Received' section shows a table with 'Pay Mode', 'Pay Amount', and 'Reference'. The 'Payment Details' section shows a table with 'Bill Date', 'Bill No', 'Org.Amt', 'Last Amount', 'Outstanding', and 'Paid Amount'. The 'Unapplied Details' section shows a table with 'Last Update', 'PayMode', and 'Unapplied Amount'.



## SALES

### Inquiry

#### Customer Incoming Adjustment History



1. User can check the customer payment history in this section.

The screenshot shows a search form titled 'Customer Incoming Payment Adjustment History'. It contains several search criteria with checkboxes and date pickers: 'Bill Date From' (10/06/2012) to 'To' (10/07/2012), 'Due Date From' (10/06/2012) to 'To' (10/07/2012), and 'Payment Date From' (10/06/2012) to 'To' (10/07/2012). There are also text input fields for 'Doc No.' and 'Customer', each with a magnifying glass icon. A 'Search' button is at the bottom left.

2. Incoming Payment history result will be show based on your selection.

	Customer Code	Last Name	First Name	Company Name	Doc No	Payment Date	Payment Mode	Pay
	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Equals: ▼	Contains: ▼	Equal: ▼
	Customer Code: C0001							
↑	C0001	I	Jeff		P-0001	10/07/2012	CASH	
2	C0001	I	Jeff		P-0002	10/07/2012	CASH	

3. User can print the result by click the Print button in front of the record.

The screenshot shows an 'Official Receipt' form. At the top, it has fields for 'Tel:' and 'Fax:'. Below this, it says 'RECEIVED FROM : C0001 I Jeff' and 'RECEIPT NO. : P-0003'. The 'DESCRIPTION : ' field is empty, and the 'DATE : 10/07/2012' is shown. The 'Payment Received' section has a table with columns 'Pay Mode', 'Pay Amount', and 'Reference'. It shows two entries: 'CASH' for 1.00 and 'CASH' for 1.00 (Unapplied Amount). The 'Payment Details' section has a table with columns 'Bill Date', 'Bill No', 'Org.Amt', 'Last Amount', 'Outstanding', and 'Paid Amount'. It shows one entry: '10/07/2012', 'PI-0005', '2.00', '1.00', '0.00', and '1.00'. The 'Unapplied Details' section has a table with columns 'Last Update', 'PayMode', and 'Unapplied Amount'. It shows one entry: '10/07/2012', 'CASH', and '3.00'.

## SALES

### Master

#### Customer Manager



1. User can add/edit new customer record in this section. Customer that being added here can be used at POS when they purchase or create payment terms.



2. A window will be available for user to create new customer record.

A screenshot of a software window titled 'Customer: NEW RECORD'. The window contains several input fields and checkboxes. At the top, there are fields for 'Customer Code' (with 'C0002' entered), 'First Name', 'Last Name', 'Company Name', 'Customer Type' (a dropdown menu with 'DISTRIBUTOR' selected), 'Payment Term' (a dropdown menu with 'CASH' selected), 'Joined Date' (a date picker showing '10/07/2012'), 'Phone', and 'Email'. There are also checkboxes for 'Suspended' and 'Subscribe News and promotion'. Below these fields, there are three tabs: 'General', 'Delivery Address', and 'Price System'. The 'General' tab is selected, showing fields for 'Address' (a multi-line text area), 'City', 'State' (a dropdown menu with 'BRUNEI' selected), 'Postcode', 'Country' (a dropdown menu with 'Brunei' selected), 'Contact', 'Fax', 'Facebook', and 'Account #'. There is also a checkbox labeled 'Apply to Delivery Address'.

3. All customer personal details like First name, last name, phone, customer type and etc. can be stored.

4. User can add a special delivery address user can click on the tab button as below:

5. For a different customer type, each customer can be classified in a different price list. Example there is a member price for Platinum, Gold, or silver member with all purchase in different prices. This function allow user to have more control in multi-level pricing for customers.

6. User can add remarks and note for each customer at the remark tab and note tab.
7. When complete key in all details, click ADD button to create a new customer record.

8. Record successfully been added.

Customer Code	Last Name	First Name	Company Name	Phone	Email	Remark1	Remark2
Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼
↑ C0001	I	Jeff					

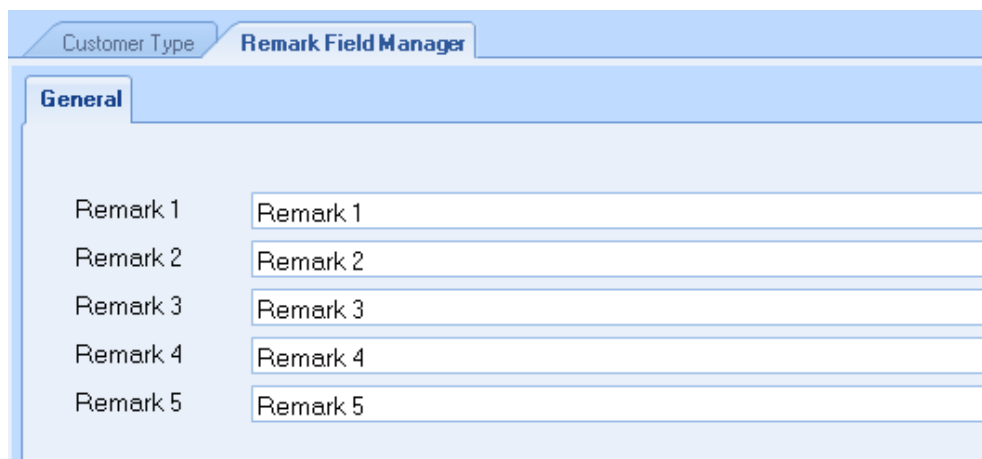
## SALES

### Master

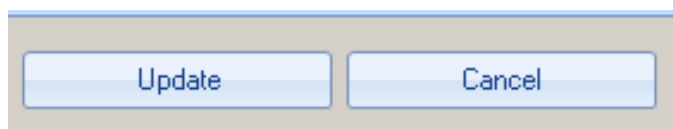
#### Remark Field Manager



1. All default remark can be customizing using the remark field manager.

A screenshot of the 'Remark Field Manager' dialog box. It has two tabs: 'Customer Type' and 'Remark Field Manager'. The 'Remark Field Manager' tab is active. Under the 'General' sub-tab, there are five rows, each with a label (Remark 1 to Remark 5) and a text input field. The input fields contain the default text 'Remark 1' through 'Remark 5' respectively.

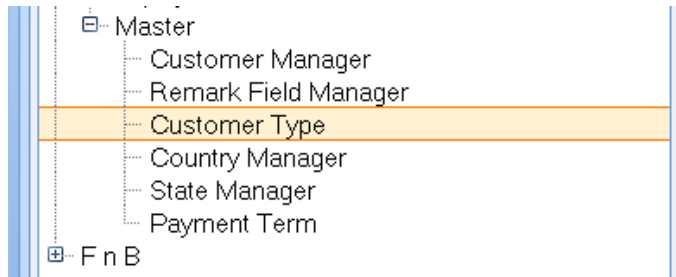
2. Click UPDATE button to complete the remark customization.

A screenshot showing two buttons side-by-side: 'Update' and 'Cancel'. Both buttons are light blue with a slight gradient and a shadow effect.

## SALES

### Master

#### Customer Type



1. User can create a customer type (group) in this section. User can search for result by using the filter or search button.
2. User can ADD a new customer group/type by click the ADD NEW button.



3. Put in the code and name for the desired customer type.

A screenshot of a 'General' form. It has two input fields: 'Code' with the value 'SMALLENTERPRISE' and 'Name' with the value 'SMALL ENTERPRISE'. There is a 'Delete' button with a trash icon. The form is set against a light blue background.

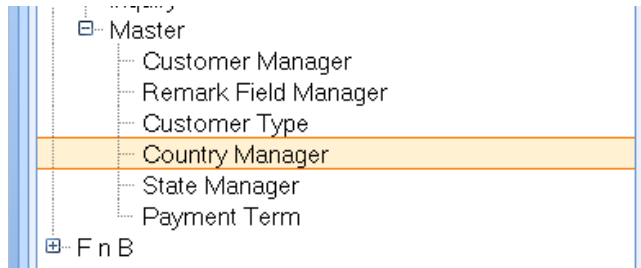
#### Results:

	Code	Name	Name 2	Last User	Last Update
	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Equals: ▼
↑	DISTRIBUTOR	DISTRIBUTOR		a	9/2/2011 11:39:28 AM
2	EUCHEMICAL	EU-CHEMICAL		a	9/2/2011 11:40:00 AM
3	EUMANUFACTURE	EU-MANUFACTURE		a	9/2/2011 11:39:53 AM
4	EUTRADE	EU-TRADE		a	9/2/2011 11:39:39 AM
5	HYPERMARKET	HYPERMARKET		a	9/2/2011 11:40:07 AM

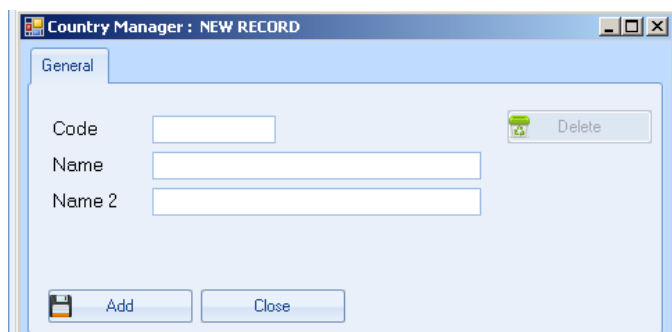
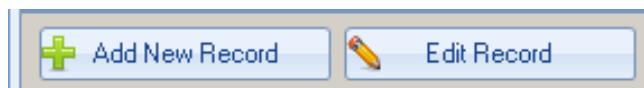
## SALES

### Master

#### Country Manager



1. User can create new country in this section. User can search for result by using the filter or search button.



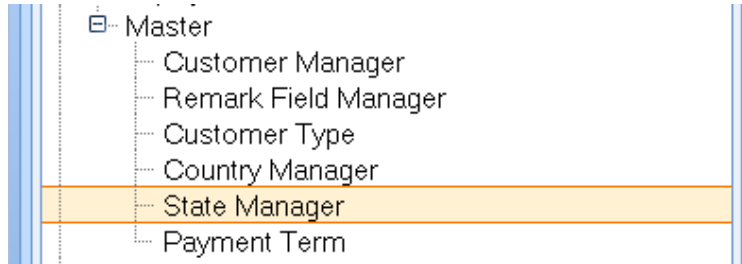
2. Key in the country code and name for the new country and click ADD to create a new country in the list.

	Code	Name 1	Name 2	Last Update	Last User
	Contains: ▼	Contains: ▼	Contains: ▼	Equals: ▼	Contains: ▼
1	BN	Brunei			
2	CN	China			
3	ID	India			
4	IN	IRAN			
5	IR	Ireland			
6	IS	ISRAEL			
7	MY	Malaysia			
8	PH	Philippines			
9	SG	Singapore			
10	TW	Taiwan			
11	US	USA			

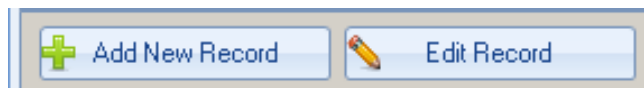
## SALES

### Master

#### State Manager



1. User can create new state in this section. User can search for result by using the filter or search button.



A screenshot of a dialog box titled 'State Manager : NEW RECORD'. It has a 'General' tab. Inside the tab, there are three text input fields labeled 'Code', 'Name', and 'Name 2'. To the right of the 'Code' field is a 'Delete' button with a trash icon. At the bottom of the dialog, there are two buttons: 'Add' (with a floppy disk icon) and 'Close'.

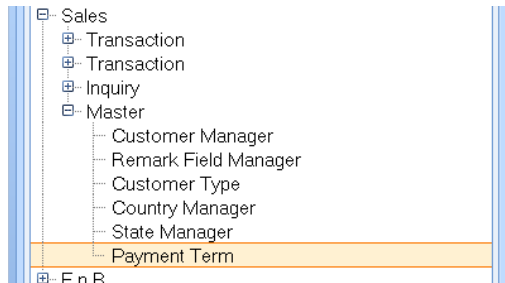
2. Key in the state code and name for the new state and click ADD to create a new country in the list.

	Code	Name 1	Name 2	Last Update	Last User
	Contains: ▼	Contains: ▼	Contains: ▼	Equals: ▼	Contains: ▼
1	BN	BRUNEI			
2	CN	CHINA			
3	ID	INDIA			
4	IN	IRAN			
5	IS	ISRAEL			
6	JHR	JOHOR		10/17/2011 10:49:13 AM	a
7	KDH	KEDAH			
8	KLT	KELANTAN			
9	KUL	KUALA LUMPUR			
10	MLK	MELAKA			
11	NGS	NEGERI SEMBILAN			
12	PHG	PAHANG			

## SALES

### Master

#### Payment Term



1. User is able to create a payment term for customer.
2. Click on the ADD NEW button it will prompt a screen for user to create record.



3. Details needed for payment term.

A screenshot of a software dialog box titled 'Payment Term : NEW RECORD'. The dialog has a 'General' tab. It contains the following fields and controls: 'Code' (text box), 'Name' (text box), 'Type' (radio buttons for 'Cash', 'Cash on deliver (C.O.D)', and 'Due in number of days', with 'Due in number of days' selected), 'Due Days' (text box with '0'), 'Apply Early Payment Discount' (checkbox, unchecked), 'Early Payment Discount' section containing 'Paid before' (text box with '0' followed by 'Days') and 'Entitled' (text box with '0.00' followed by '% Discount'). There is a 'Delete' button with a trash icon in the top right. At the bottom are 'Add' and 'Close' buttons.

4. A unique code and name of the person.



5. Choose payment method from the radio button options:

Type	<div><div><input type="radio"/> Cash</div><div><input type="radio"/> Cash on deliver (C.O.D)</div><div><input checked="" type="radio"/> Due in number of days</div></div>
------	---

6. A due days date can be insert for reminders (user can create a term for due date for customers).

Due Days	<input type="text" value="0"/>
----------	--------------------------------

### Early payment discount

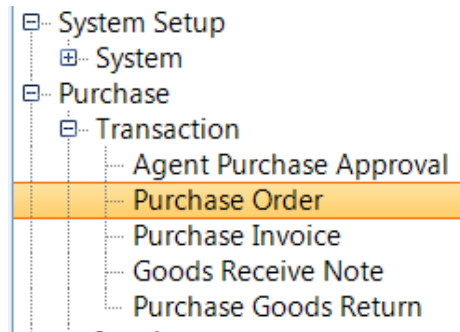
A special option are available for customer who will be benefited if they willing to make an early payments.

<input type="checkbox"/>	Apply Early Payment Discount
Early Payment Discount	
Paid before	<input type="text" value="0"/> Days
Entitled	<input type="text" value="0.00"/> % Discount

# PURCHASE

## Transaction

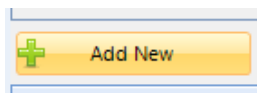
### Purchase Order



1. User can add the purchase order by clicking the purchase order from the PURCHASE MODULE.

The screenshot shows a 'Purchase Order' window with a search bar at the top containing 'Date From' (12/11/2012), 'To' (12/11/2012), and 'DocNo'. Below the search bar are buttons for 'Today', 'Inquiry', 'Clear', and 'Close'. A toolbar contains 'Add New', 'Edit Record', 'Preview Print', 'Export Record', and 'Hide Filter'. Below the toolbar is a table with columns: DocNo, Date Time, Supplier Code, Supplier Name, AgentName, Grand Total, and Cancelled. The table contains one record: PO-0001, 12-Nov-2012 14:01:39, 0001, xxx, ALICE YEE, 0.00, and a checkbox.

2. Click the Add New button to create a new purchase order.




3. A form screen will be prompt out and let user to key in the details of the purchase order. Including supplier information, date, doc number, term, and agent.

The screenshot shows a 'Purchase Order' form with fields for 'Supplier Code', 'To', 'Address', 'Description', 'Doc No', 'Purchase Date', 'Display Term', and 'Agent'. Below the form is a table with columns: ItemNo, Description, FurtherDescription, UOM, Qty, Unit Price, Disc %, Discount Value, and SubTotal. The table is empty. At the bottom, there are buttons for 'Add', 'Copy as New Record', 'Preview', 'Close', 'Cancel Document', and 'Delete'.

- User can search for supplier code if any \*(supplier code can be added from Supplier Manager).

**PURCHASE ORDER - NEW RECORD**

Supplier Code  

To

Address

---

Filter

☐ Filter by Column(s)

Drag a column here to group by this column.

	Supplier Code	Supplier Name
1	0001	xxx


---

- User can add an agent for this purchase order so it can be track more conveniently.

Doc No

Purchase Date

Display Term

Agent  

- After all information has been added, user can add the stock item on the ADD button of the bottom half section.

Main More Header Note

---

	ItemNo	Description
1		

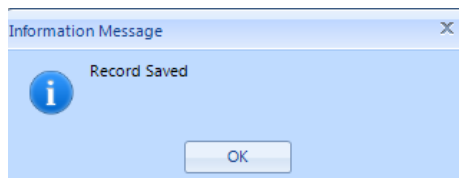
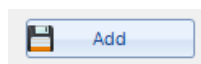
- User can browse the item from the list. Select it and press the Choose button.

	Item Code	Name	BarCode	UOM
1	I0004	White		Pcs
2	I0005	Black		Pcs
3	I0006	Blue		Pcs

8. A row of item will be added to the purchase order form.
9. User can add the desired quantity of the order or key in further description.

ItemNo	Description	FurtherDescription	UOM	Qty	Unit Price	Disc %	Discount Value	SubTotal
10004	White		Pcs	20	0.00	0.00	0.00	0.00

10. Click add button at the bottom to complete purchase order.

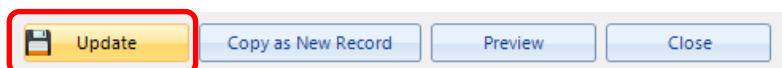


## Updates record

1. Select the record from the main purchase order screen.

DocNo	Date Time	Supplier Code	Supplier Name	AgentName	Grand Total	Cancelled
PO-0001	12-Nov-2012 14:01:39	0001	xxx	ALICE YEE	0.00	<input type="checkbox"/>

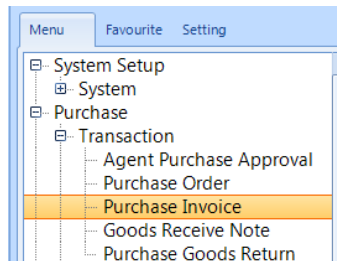
2. The purchase form will appear and user can update the information, and after updating click on the update button to complete.



# PURCHASE

## Transaction

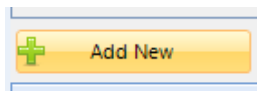
### Purchase Invoice



1. User can add the purchase order by clicking the purchase order from the PURCHASE MODULE.

The screenshot shows a software interface for viewing purchase orders. At the top, there are filters for 'Date From' (12/11/2012) and 'To' (12/11/2012), a 'DocNo' search field, and buttons for 'Today', 'Inquiry', 'Clear', and 'Close'. Below these are buttons for 'Add New', 'Edit Record', 'Preview Print', 'Export Record', and 'Hide Filter'. A table displays the list of purchase orders with the following columns: DocNo, Date Time, Supplier Code, Supplier Name, AgentName, Grand Total, and Cancelled. A single record is shown: PO-0001, 12-Nov-2012 14:01:39, 0001, xxx, ALICE YEE, 0.00, and a checkbox for 'Cancelled'.

2. Click the Add New button to create a new purchase Invoice.




3. A form screen will be prompt out and let user to key in the details of the purchase order. Including supplier information, date, doc number, term, Supplier d/o no, supplier invoice no, and agent.

The screenshot shows a 'PURCHASE INVOICE - NEW RECORD' form. It has two main sections. The top section contains fields for 'Supplier Code', 'To', 'Address', 'Description', 'Doc No', 'Date', 'Supplier D/O No', 'Supplier Invoice No', 'Display Term', and 'Agent'. The bottom section is a table with columns: ItemNo, Description, FurtherDescription, UOM, Qty, Unit Price, Disc %, Discount Value, and SubTotal. At the bottom of the form, there are buttons for 'Add', 'Copy as New Record', 'Preview', 'Close', 'Cancel Document', and 'Delete'. A 'Grand Total' field shows 0.00.

- User can search for supplier code if any \*(can be added from **Supplier Manager**).

**PURCHASE INVOICE - NEW RECORD**

Supplier Code  

To

Address

---

Filter

☐ Filter by Column(s)

Drag a column here to group by this column.

	Supplier Code	Supplier Name
1	0001	xxx


---

- User can add an agent for this purchase Invoice so it can be track more conveniently.

Doc No

Purchase Date

Display Term

Agent  

- After all information has been added, user can click on the ADD button of the bottom half section.

Main More Header Note

	ItemNo	Description
1		

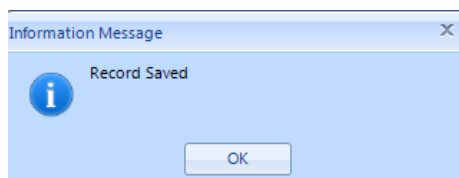
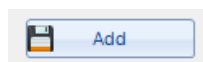
- User can browse the item from the list. Select it and press the Choose button.

	Item Code	Name	BarCode	UOM
1	I0004	White		Pcs
2	I0005	Black		Pcs
3	I0006	Blue		Pcs

- A row of item will be added to the purchase Invoice form.
- User can add the desired quantity of the order or key in further description.

ItemNo	Description	FurtherDescription	UOM	Qty	Unit Price	Disc %	Discount Value	SubTotal
10004	White		Pcs	20	0.00	0.00	0.00	0.00

- Click add button at the bottom to complete purchase Invoice.

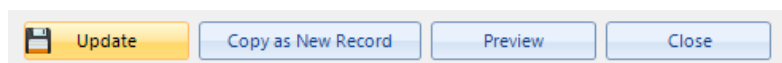


## Updates record

- Select the record from the main purchase Invoice screen.

DocNo	Date Time	Supplier Code	Supplier Name	AgentName	Supplier D/O No	Supplier Invoice No	Grand Total	Cancelled
PI-0001	19-Nov-2012 16:03:37	0001	xxx	MICHEAL LIM			0.00	<input type="checkbox"/>

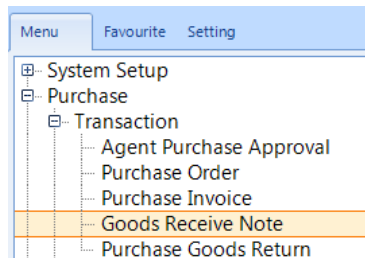
- The purchase form will appear and user can update the information, and after updating click on the update button to complete.



# PURCHASE

## Transaction

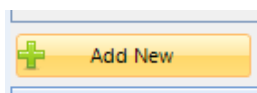
### Goods Receive Note



1. User can add the GRN by clicking the GRN from the PURCHASE MODULE.

The screenshot shows the 'Goods Receive Note' main screen. It includes a header with 'Date From' (12/11/2012) and 'To' (12/11/2012), a 'DocNo' field, and buttons for 'Today', 'Clear', 'Add New', 'Edit Record', 'Preview Print', 'Export Record', and 'Hide Filter'. Below the header is a table with columns: DocNo, Date Time, Supplier Code, Supplier Name, AgentName, Supplier D/O No, Grand Total, and Cancelled. The table has a filter bar above it with 'Contains' and 'Equals' filters for each column.

2. Click the Add New button to create a new GRN.




3. A form screen will be prompt out and let user to key in the details of the GRN. Including supplier information, date, doc number, term, supplier d/o no and agent.

The screenshot shows the 'GOODS RECEIVED NOTE - NEW RECORD' form. It includes fields for 'Supplier Code' (0001), 'To' (xxx), 'Address', 'Description', 'Doc No' (GRN3), 'Date' (19/11/2012), 'Supplier D/O No', 'Display Term', and 'Agent' (MICHEAL). Below the form is a table with columns: ItemNo, Description, FurtherDescription, Batch No, UOM, Qty, Unit Price, Disc %, Discount Value, and SubTotal. The table has a filter bar above it with 'Drag a column here to group by this column.' and 'Add' and 'Delete' buttons. At the bottom, there is a 'Grand Total' field showing 0.00 and buttons for 'Add', 'Copy as New Record', 'Preview', 'Close', 'Cancel Document', and 'Delete'.



- User can search for supplier code if any \*(can be added from Supplier Manager).

**GOODS RECEIVED NOTE - NEW RECORD**

Supplier Code: 0001 

To: xxx

Address:

---

Filter:  Export Result  
☐ Filter by Column(s) Expand All

Drag a column here to group by this column.

	Supplier Code	Supplier Name
1	0001	xxx


---

Clear Filter Choose Cancel

- User can add an agent for this purchase Invoice so it can be track more conveniently.

Doc No: PO-0004

Purchase Date: 19/11/2012

Display Term: 

Agent:

- After all information has been added, user can click on the ADD button of the bottom half section.

Main More Header Note

**Add** Delete

ItemNo	Description
--------	-------------

- User can browse the item from the list. Select it and press the Choose button.

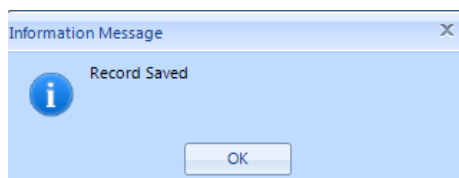
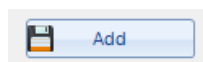
	Item Code	Name	BarCode	UOM
1	I0004	White		Pcs
2	I0005	Black		Pcs
3	I0006	Blue		Pcs

Choose Cancel

8. A row of item will be added to the purchase Invoice form.
9. User can add the desired quantity of the order or key in further description.

ItemNo	Description	FurtherDescription	UOM	Qty	Unit Price	Disc %	Discount Value	SubTotal
10004	White		Pcs	20	0.00	0.00	0.00	0.00

10. Click add button at the bottom to complete purchase Invoice.

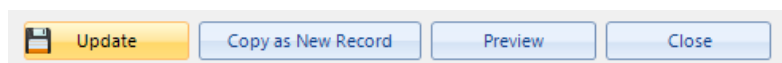


## Updates record

3. Select the record from the main purchase Invoice screen.

DocNo	Date Time	Supplier Code	Supplier Name	AgentName	Supplier D/O No	Supplier Invoice No	Grand Total	Cancelled
PI-0001	19-Nov-2012 16:03:37	0001	xxx	MICHEAL LIM			0.00	<input type="checkbox"/>

4. The purchase form will appear and user can update the information, and after updating click on the update button to complete.

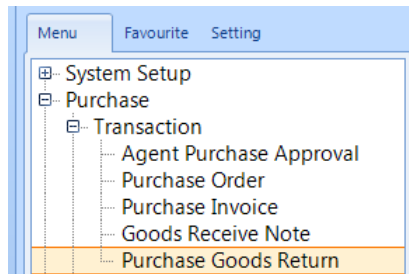


**\*NOTE: the item in the inventory record will be increased if user update from the GRN.**

# PURCHASE

## Transaction

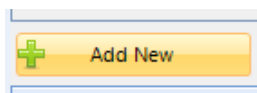
### Purchase Goods Return



1. User can add the purchase goods return by clicking from the PURCHASE MODULE.

The screenshot shows the 'Purchase Goods Return' form. It has a header bar with the title 'Purchase Goods Return'. Below the header, there are fields for 'Date From' (12/11/2012) and 'To' (12/11/2012), a 'Today' button, and a 'DocNo' field with a search icon and a 'Clear' button. Below these are buttons for 'Add New', 'Edit Record', 'Preview Print', 'Export Record', and 'Hide Filter'. A table with columns 'DocNo', 'Date Time', 'Supplier Code', 'Supplier Name', 'AgentName', 'Supplier D/O No', 'Grand Total', and 'Cancelled' is shown. Below the table are filter options for each column: 'Contains', 'Equals', and 'Grand Total' has 'Equals'. A 'Drag a column here to group by this column.' prompt is also present.

2. Click the Add New button to create a new purchase goods return.




3. A form screen will be prompt out and let user to key in the details of the purchase goods return. Including supplier information, date, doc number, term, and agent.

The screenshot shows the 'Purchase Goods Return' detail form. It has a header bar with the title 'Purchase Goods Return'. Below the header, there are fields for 'Supplier Code', 'To', 'Address', 'Description', 'Doc No' (PO-0004), 'Purchase Date' (19/11/2012), 'Display Term', and 'Agent'. Below these are buttons for 'Add' and 'Delete'. A table with columns 'ItemNo', 'Description', 'FurtherDescription', 'UOM', 'Qty', 'Unit Price', 'Disc %', 'Discount Value', and 'SubTotal' is shown. Below the table are buttons for 'Add', 'Copy as New Record', 'Preview', 'Close', 'Cancel Document', and 'Delete'. A 'Grand Total' field with the value '0.00' is also present.

4. User can search for supplier code if any \*(can be added from Supplier Manager).

**GOODS RETURN NOTE - EDIT RECORD**

Supplier Code: 0001 

To: xxx

Address:

Filter:

☐ Filter by Column(s)

Drag a column here to group by this column.


	Supplier Code	Supplier Name
1	0001	xxx

5. User can add an agent for this purchase order so it can be track more conveniently.

Doc No: PO-0004

Purchase Date: 19/11/2012

Display Term:

Agent: 

6. After all information has been added, user can click on the ADD button of the bottom half section.

Main More Header Note

	ItemNo	Description
1		

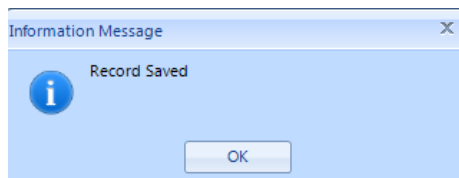
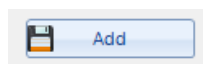
7. User can browse the item from the list. Select it and press the Choose button.

	Item Code	Name	BarCode	UOM
1	I0004	White		Pcs
2	I0005	Black		Pcs
3	I0006	Blue		Pcs

8. A row of item will be added to the purchase goods return.
9. User can add the desired quantity of the order or key in further description.

ItemNo	Description	FurtherDescription	UOM	Qty	Unit Price	Disc %	Discount Value	SubTotal
10004	White		Pcs	20	0.00	0.00	0.00	0.00

10. Click add button at the bottom to complete purchase order.

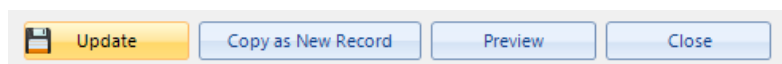


## Updates record

1. Select the record from the main purchase order screen.

DocNo	Date Time	Supplier Code	Supplier Name	AgentName	Supplier D/O No	Grand Total	Cancelled
GR-0001	19-Nov-2012 16:42:48	0001	xxx	MICHEAL LIM		0.00	<input type="checkbox"/>
GR-0002	19-Nov-2012 17:28:45	0001	xxx	MICHEAL LIM		0.00	<input type="checkbox"/>

2. The purchase form will appear and user can update the information, and after updating click on the update button to complete.

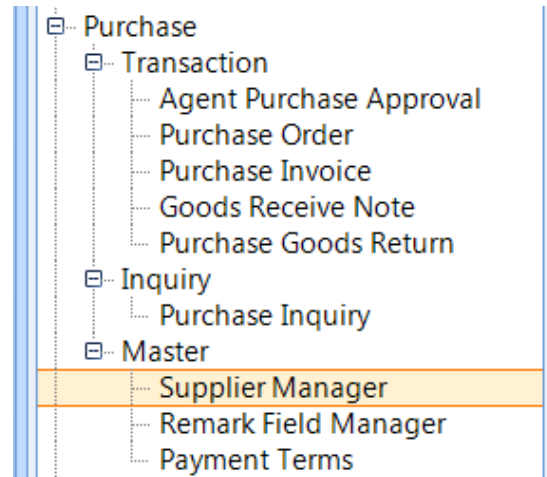


**\*NOTE: the item in the inventory record will be decreased if user updates from the purchase goods return.**

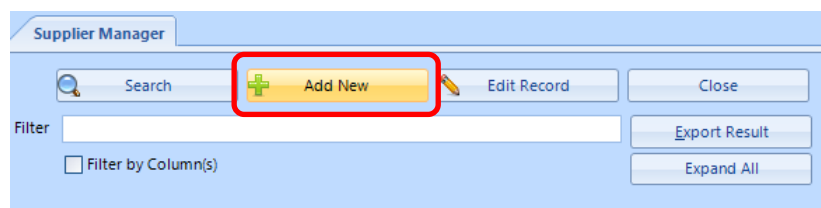
## PURCHASE

### Master

#### Supplier Manager



1. User can add the supplier contact information on supplier manager.
2. To add a new supplier record, click on the “Add New” button.



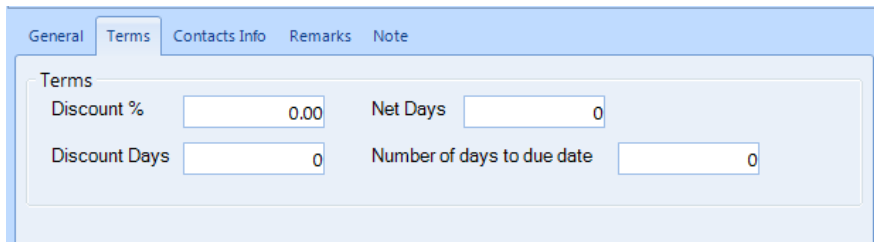
3. A new record screen for user to key in the information of the supplier.

A screenshot of the 'Supplier: NEW RECORD' form. The form has a light blue header with the title 'Supplier: NEW RECORD'. Below the header, there are several input fields: 'Supplier Code' (text box), 'Name' (text box), 'Supplier Type' (dropdown menu with 'LOCAL' selected), and 'Currency' (dropdown menu with 'RM' selected). There is also a checkbox labeled 'Suspended'.

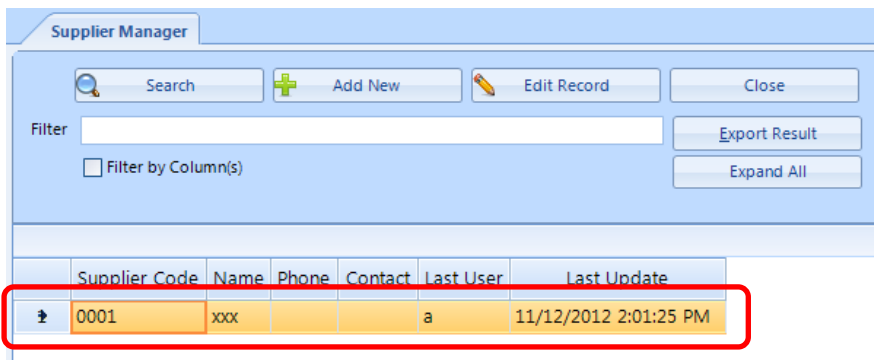
4. User able to add the supplier code, name, types and currency used.
5. General information like address, phone number and etc. can be added below the general tab.

A screenshot of the 'General' tab in the Supplier form. The tab is selected, and the 'Address' field is visible, showing a text box for entering the address.

6. User can set the terms for discount at the “terms” tab.

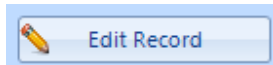


7. Click “ADD” to add a new supplier record into database.



	Supplier Code	Name	Phone	Contact	Last User	Last Update
1	0001	xxx			a	11/12/2012 2:01:25 PM

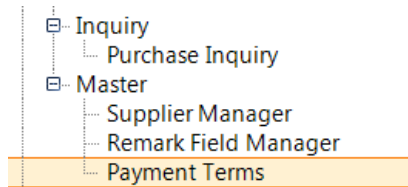
8. User can edit record by select the record shown below, and click on the edit record.



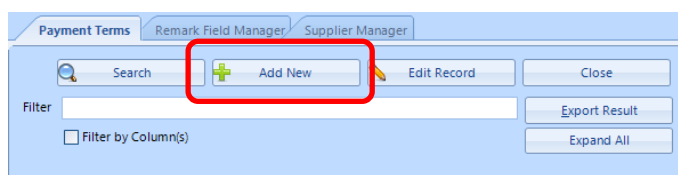
# PURCHASE

## Master

### Payment Terms



1. To add a new payment terms, click on the “add new” button.



A screenshot of the 'Payment Term : NEW RECORD' form. The 'General' tab is active. Fields include Code, Name, and Type. The 'Type' field has three radio button options: 'Cash', 'Cash on deliver (C.O.D)', and 'Due in number of days' (which is selected). Below these are fields for 'Due Days' (set to 0), 'Apply Early Payment Discount' (checkbox), 'Paid before' (set to 0 Days), and 'Entitled' (set to 0.00 % Discount). At the bottom are 'Add' and 'Close' buttons.

2. Key in the code and name and other information.
3. User can select the payment term from the options.

A close-up of the 'Type' selection area. It shows three radio button options: 'Cash', 'Cash on deliver (C.O.D)', and 'Due in number of days'. The 'Due in number of days' option is selected.

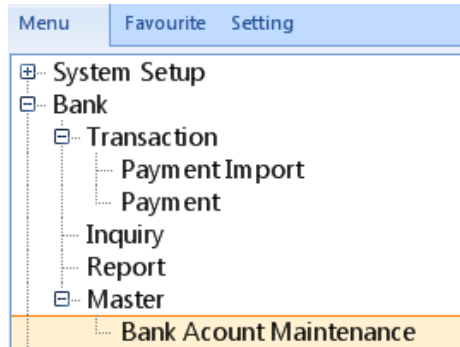
4. Click adds to save the payment term.



# BANK

## Master

### Bank Account Maintenance



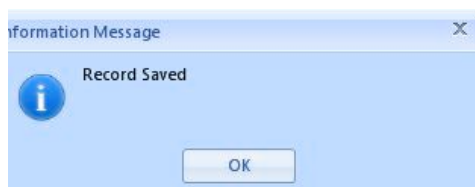
1. Create a bank account group at the master module of bank account maintenance.



2. Add a new bank account by clicking the add button.

The screenshot shows a window titled 'New Bank Account Maintenance'. It contains two text input fields: 'Bank Name' with the value 'PBB3' and 'Description' with the value 'public bank berhad'. There is a checkbox labeled 'Active' which is checked. At the bottom right, there are two buttons: 'Delete' and 'Save'.

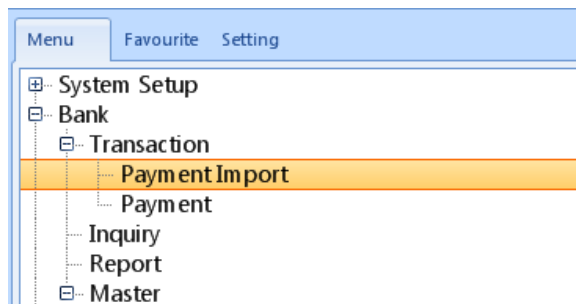
3. Done: Click "save" to add a new bank record.



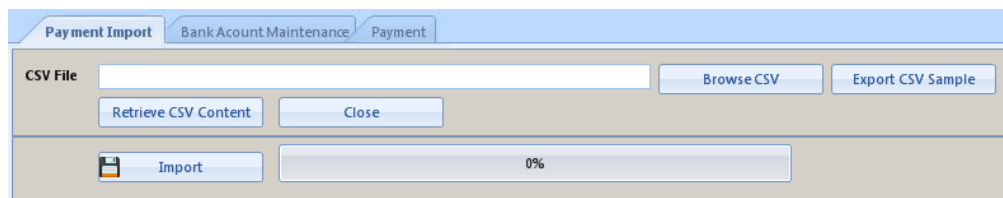
## BANK

### Transaction

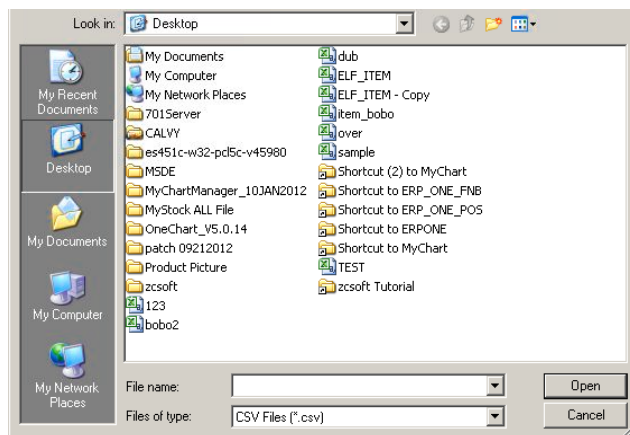
#### Payment Import



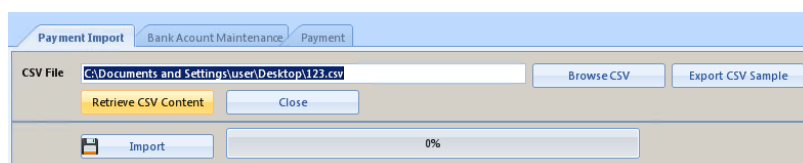
1. User can import the CSV format files by using this payment import module.



2. On the payment import screen, click the browse CSV to import the files.



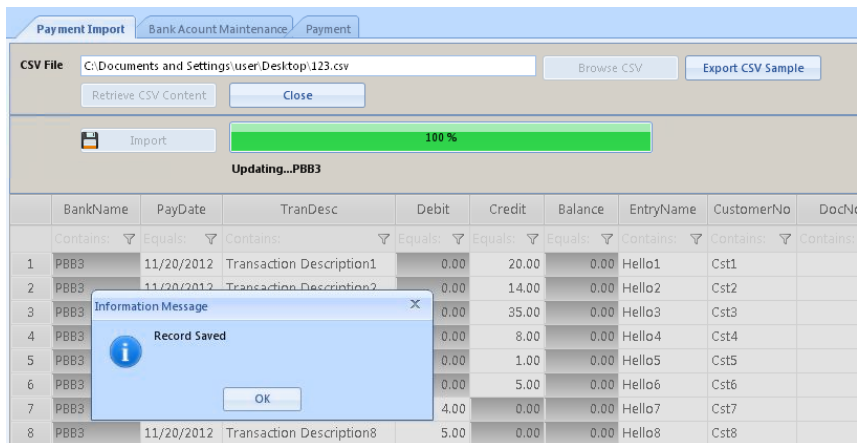
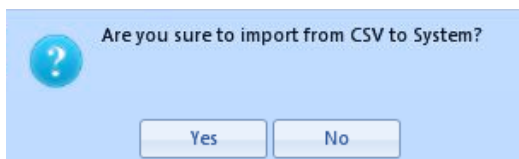
3. After browse the csv files, click the “Retrieve CSV Content” to start the retrieve process.



- After retrieve the CSV, the payment record will be listed.

	BankName	PayDate	TranDesc	Debit	Credit	Balance	EntryName	CustomerNo	DocNo	
	Contains: ▾	Equals: ▾	Contains: ▾	Equals: ▾	Equals: ▾	Equals: ▾	Contains: ▾	Contains: ▾	Contains: ▾	Contains: ▾
1	PBB3	11/20/2012	Transaction Description1	0.00	20.00	0.00	Hello1	Cst1		Remu
2	PBB3	11/20/2012	Transaction Description2	0.00	14.00	0.00	Hello2	Cst2		Remu
3	PBB3	11/20/2012	Transaction Description3	0.00	35.00	0.00	Hello3	Cst3		Remu
4	PBB3	11/20/2012	Transaction Description4	0.00	8.00	0.00	Hello4	Cst4		Remu
5	PBB3	11/20/2012	Transaction Description5	0.00	1.00	0.00	Hello5	Cst5		Remu
6	PBB3	11/20/2012	Transaction Description6	0.00	5.00	0.00	Hello6	Cst6		Remu
7	PBB3	11/20/2012	Transaction Description7	4.00	0.00	0.00	Hello7	Cst7		Remu
8	PBB3	11/20/2012	Transaction Description8	5.00	0.00	0.00	Hello8	Cst8		Remu
9	PBB3	11/20/2012	Transaction Description9	6.00	0.00	0.00	Hello9	Cst9		Remu
10	PBB3	11/20/2012	Transaction Description10	8.00	0.00	0.00	Hello10	Cst10		Remu

- Click the import button to import csv to system.

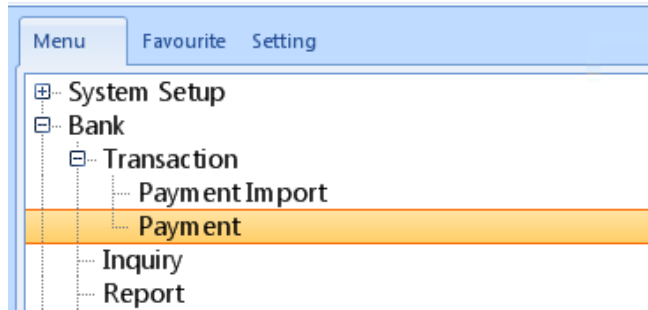


- Done! Record saved.

## BANK

### Transaction

#### Payment



1. This section allow user to view the payment transaction record and document number of the payment and sales creditor.

Payment Import Bank Account Maintenance Payment									
Payment Date From		10/20/2012	To		11/20/2012	<input type="text" value="Search"/>			
<input type="button" value="Close"/>									
<input type="button" value="Add New"/> <input type="button" value="Edit Record"/> <input type="button" value="Expand All"/>									
Drag a column here to group by this column.									
	BankName	PayDate	TranDesc	Debit	Credit	Balance	EntryName	CustomerNo	DocNo
	Contains: ▾	Equals: ▾	Contains: ▾	Equals: ▾	Equals: ▾	Equals: ▾	Contains: ▾	Contains: ▾	Contains: ▾
1	PBB3	11/20/2012	Transaction Description9	6.000000	0.000000	0.000000	Hello9	Cst9	
2	PBB3	11/20/2012	Transaction Description9	6.000000	0.000000	0.000000	Hello9	Cst9	
3	PBB3	11/20/2012	Transaction Description8	5.000000	0.000000	0.000000	Hello8	Cst8	
4	PBB3	11/20/2012	Transaction Description8	5.000000	0.000000	0.000000	Hello8	Cst8	
5	PBB3	11/20/2012	Transaction Description7	4.000000	0.000000	0.000000	Hello7	Cst7	
6	PBB3	11/20/2012	Transaction Description7	4.000000	0.000000	0.000000	Hello7	Cst7	

2. Select the date and click on the search, record will be listed out.
3. User can view the record by double click it.

Doc No:   
Customer Code:   
Bank Name:   
Payment Date:   
Transaction Descr:   
Debit:   
Credit:   
Balance:   
Entry Name:   
Note:   
1 of 20

- Record can be deleted, or amended in this form view. After all modification user can click the save button to save the record.

